

**ADMINISTRATIVE TREASURER**  
**Job Description**  
**2015-2016**

Reconciles checking and savings accounts, prepares monthly reports (income and expense) for Board Meetings, prepares monthly ledger sheets, pays expenses and receives moneys related to the social accounts. Prepares and submits books for annual financial review. Attends all Board Meetings and functions. Reviews and understands the HSC Constitution, By-Laws and Operating Policies..

1. Reports to the President.
2. Attends all Board Meetings and all other regular or special meetings of the Hurlburt Spouses' Club.
3. Carries out the responsibilities and duties of the office as stated in the HSC By-Laws and Constitution, Operating Policies as well as in this Job Description and Calendar.
4. Balances social accounts monthly (ledger/checking). Makes an itemized report for each social account showing income, disbursements, and balances. Distributes with monthly Board Report.
5. Maintains social ledger book, posting all transactions in accordance with IRS regulations. Keeps ledger book for at least seven (7) years for income tax purposes by the request of the Legal office.
6. Holds Budget Committee Meeting in June to prepare the proposed budget that will be voted on at the August Board Meeting. Ensures proper posting of proposed Budget and presents it for adoption at the September General Membership function. The members of the Budget Committee are, an Advisor, President, 1st and 2nd Vice Presidents, Charitable Treasurer, Parliamentarian, Secretary, Programs Chair and at least one member from the General Membership, as appointed by the President.
7. Plans and executes Administrative Budget committee meeting in January; members are an Advisor, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Charitable Treasurer, Parliamentarian, Secretary, Programs Chairman, and at least one member from the General Membership, as appointed by the President. Presents revised budget and proposed budget to the Board and General Membership in February. Posts Budgets in Soundside Club HSC Display Case. General Membership votes on any revisions to the budgets at the March Social.
8. Receives all social funds. Maintains receipts for money received in receipt book. Deposit all social moneys in the social checking account. All transactions should pass through the social checking account.
9. Disburses all checks for authorized social expenditures. Checks must have 2 signatures from any of the following: Administrative Treasurer, President, 1<sup>st</sup> Vice President, Charitable and Scholarship Treasurer (all should be on the check cashing card at bank). Obtain receipts and vouchers for each disbursement.

10. If any expenditure is incurred, individual submits receipts and a reimbursement request form to the appropriate Treasurer. Receipts must be submitted within 1 month of purchase for reimbursement to be made by HSC.
11. Ensures a bonded HSC member is available for Charity Auction and all fundraisers to collect money throughout the event and to help the Charitable and Scholarship Treasurer. Be present at the end of large administrative fundraiser events to collect administrative money for deposit.
12. Handles billing of HSC social functions held at the Soundside Club. .
13. Handles (with the Charitable Treasurer) bonding of individuals handling money. Updates insurance company as needed through the year. The following need to be bonded:
  - a. President
  - b. 1<sup>st</sup> Vice President
  - c. 2<sup>nd</sup> Vice President
  - d. Administrative Treasurer
  - e. Charitable Treasurer
  - f. Ways and Means Chairman
  - g. Reservations Chairman
  - h. Membership Chairman
  - i. Charity Auction Chairman
  - j. Thrift Shop Bookkeeper
  - k. Thrift Shop Manager
  - l. Thrift Shop Liaison
  - m. Anyone else running the cash register at the Thrift Shop.
14. At the May Board Meeting, know the amount of money that may be needed to pay remaining bills during the summer.
15. Reviews filing requirements, prepares and electronically files Form 990 by October 15 each year.
16. The Hurlburt Spouses' Club is a nonprofit organization exempt from Federal Income Tax under the provisions of IRS Code Section 501c(7). As such, the Club should be supported primarily by membership dues. See IRS publication 557 for further clarification.
17. Keeps all IRS documents and reports in one place, clearly marked, and for 7 years.
18. For our own protection it has been decided to have an independent financial review completed after the books close on 31 May and submitted by 1 August (between the end of one Board year and the beginning of the upcoming Board year). AFI 34-223 states in section 10.7.3 "Private organizations that have gross annual revenues of less than \$100,000, but more than \$5,000, normally are not required to conduct an

independent audit or financial review. However, such Private Organizations must provide an annual financial statement, as outlined in the PO Guide, to the RMFC.”

19. Submits a monthly written report via e-mail to the Secretary by 12:00pm Friday before the Board Meeting. If report is not submitted by e-mail before the monthly board meeting, please bring copies to the meeting for all Board Members. Report should include details or activities for the month. It also lists all income and expenses for the month.
20. Submit quarterly reports to the Secretary for submission to 1 SOFSS/FSRR.
21. Notifies the President by the 5pm Monday before the Board Meeting if you need to be placed on the Agenda.
22. Informs the Publicity Chairman, by the 20<sup>th</sup> of each month, of any information to be included in the Sound newsletter or on the website.
23. For historical data and continuity of information, Administrative Treasurer submits a separate “After Action Report” to the President and Honorary Presidents detailing information corresponding to any special activities/duties (i.e. any special information that would make future projects easier).
24. Reviews and revises job description. Submits revised job description to the Parliamentarian by the December Board Meeting.
25. Keeps an accurate notebook with current and past Board year records. A Board year begins in June and ends the following May.
  - a. The Active Board Notebook holds the following information for the current Board year’s activities and duties: HSC Mission Statement, HSC Organization chart, Board Report Preparation, Board/Luncheon Dates, HSC Board Roster, Job Description, Monthly Calendar of Duties, monthly Board Reports/Agendas/Minutes, Parliamentarian Procedures, Blank Motion Sheets, Constitution, By-Laws, and Operating Policies.
  - b. The Board Historical Notebook holds the following information for the past years’ activities and duties: Minutes (three previous years), Board Reports (three previous years for your position), After Action Reports (three previous years), Budgets (three previous years), Historical data pertinent to your position (i.e. samples of contracts, comparisons with previous years, attendance data for an event).
26. Meets with the new Administrative Treasurer in May so the incoming treasurer may familiarize self with the books before they are turned over for the annual financial review. Explains the procedures of the job thoroughly and turn over all books and paperwork. Attends May’s combined Board Meeting where both incoming and outgoing Board Members are present. President may request incoming/outgoing chairpersons to meet in small groups during May Board Meeting.
27. Thank you for volunteering and have a terrific year.

(Revised 02/16)