

# GBN Choir & Theatre Patrons Organization

Board Position Report

2016-2017 School Year

Tracy Meyer: Treasurer

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Treasurer - The main duty of the Treasurer is to complete and keep accurate records of all the financial transactions needed to support the CTPO. This includes regularly writing checks and depositing funds into the bank in support of all the working committees like Membership, Fundraising, etc...The Treasurer needs to make sure that the proper check-requests, deposit forms and documentation are received before approving a transaction. In theory, all requests should be submitted well in advance but the Treasurer should be prepared to handle last minute issues. The position includes reporting account balances as well as noting any issues at each monthly CTPO meeting. In addition, (s)he works closely with the Budget and Finance Director to create and balance each year's budget which is then approved by the board. The Treasurer regularly supplies the Budget and Finance Director with information needed to keep accurate records and meet filing deadlines to maintain the 501(c)(3) status. In the past, the Treasurer has supplied each subcommittee with a year-end report of their transactions to help them create their annual reports. The amount of time required varies throughout the year and does require some summer hours. As a voting member, the Treasurer needs to regularly attend all the CTPO general meetings as well as all board meetings.

Please provide comments or suggestions to make this job run smoothly:

Each committee needs to request funds in advance.

If you oversee a committee, how many committee members helped you this year? One.

Do you think this was the right number? Explain why more or fewer might be needed in the future: [It is perfect.](#)

What was the budget for your committee?

[\\$870 filing fee, \\$500 account fee, \\$100 Quickbooks fee](#)

[Total: \\$1470](#)

What is your RECOMMENDED budget for next year?

[\\$500 for the accountant and the appropriate additional amount for any annual 501\(c\)\(3\) fees.](#)

Did you regularly need to purchase items for your committee? Please list here: [Staples, paper, stamps, envelopes but usually I donate all of this.](#)

Please provide a list of contacts for your committee including contact names, phone numbers and e-mail addresses if you have them.

[Lorna Cohen](#) Budget and Finance Director

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Please email a copy of this report to [carolcurrie@bjorkgroup.com](mailto:carolcurrie@bjorkgroup.com) and [Nfrese2192@aol.com](mailto:Nfrese2192@aol.com).

Thank you!