

# **FIREBELLES TREASURER**

## **JOB DESCRIPTION**

### **PURPOSE:**

Maintain accurate and timely accounting and control of all financial matters for the Firebelles.

### **RESPONSIBILITIES:**

- Receive and deposit all funds belonging to the Firebelles.
- Pay bills as authorized. Must have an invoice or receipt for all bills. There are forms for reimbursements and revenue that must be submitted. All checks drawn on the Firebelles bank account requires two signatures (Treasurer, President or 1st Vice-President).
- Require and retain receipts/records and bank statements for all monies received or disbursed.
- Keep financial records, including monetary summaries on individual projects and events, and report on income and expenses at both the Firebelles Board and General meetings. Provide copies of these reports to both the President and the Secretary.
- Maintain and record Firebelles finances in a timely manner to keep the records accurate and up to date. Encourage those with receipts/bills or income to submit these in a timely manner.
- Make treasurer's books available to the assigned auditor at the end of each term as close to the end of the year/term as possible so they can quickly be available to the next treasurer.

### **GENERAL NOTES:**

Work with Firebelles Board, committees, and event chairs to provide financial support each may need.

**Skills/Equipment** – Be organized with the check book, receipt book, bank records and cash/checks so that funds and event income and expenses can be kept separate and reports will be accurate. Computer and computer skills are recommended. Excel spreadsheet are being used currently, making reports easy to produce. Supplies needed are paper, envelopes, stamps and one black ink cartridge.

**Budget** – Treasurer should assist the President with preparing the Firebelles annual budget to ensure that bank balances are adequate to cover planned and unforeseen expenses, and seed money for each of the fundraising events. Adequate money should be retained in the bank for the upcoming new Board to function. (Typically \$5,000).

**Tips** – When possible, expenses can be reduced by handing checks to individuals and to the LOP Administration rather than mailing them.

It is helpful to keep separate file folders for each income/expense category.

Donations not exceeding \$500 require the approval of the Executive Board, only. All donations exceeding \$500 require the approval of the Executive Board and a majority of the General Membership present at the monthly meeting.