

Timetable of Operations Treasurer Job Duties

July (no board meeting)

1. Continue to process membership renewals.
2. Close books and prepare info for CFO to give accountant for tax preparation.

August (no board meeting)

1. Continue to process membership renewals.
2. Obtain Certificate of Insurance (COI) for book collection/sorting site.
3. Pay annual Zoom account fee.

September

1. Continue to process membership renewals.
2. Remind board members of form and process for reimbursement of expenses.
3. Help new board members become familiar with report format and budget.

October

1. Pay PCMSI for voice mail – bill comes
2. Send donation to churches for use of meeting space as directed by board/president.

November

1. Pay for printing Roster – bill comes
2. Pay Commercial Liability Insurance (typically \$200) – bill comes or contact Carol Rohde at AHT

December

1. Pay Accountant fee – bill comes or get from CFO. Most recent was \$370 but it varies.
2. Pay NY Dept. of Law Filing Fee per accountant/CFO (most recent was \$275)

January

1. Pay Post Office Box Annual Fee – bill comes. Can pay in person with debit card. Most recent was \$202 and increasing.
2. Pay Post Office Bulk Mail Permit if necessary. We have not needed to do this for several years.
3. Pay/reimburse for website – about \$149/year.

February/March

1. Pay bills/reimburse officers.

April

1. Obtain Certificate of Insurance (COI) for book sale site.

May

1. Pay Accident Insurance Policy for Volunteers. Bill comes online or contact express@ahtins.com or 833-287-9378. Last one was \$500.
2. Pay Directors and Officers Liability Insurance. Bill comes or contact Carol Rohde at AHT. Last one was \$348.
3. Process membership renewals.
4. Prepare and submit draft budget.

June

1. Continue to process membership renewals.

Regular Year- Round Duties

- Attend all board meetings.
- Submit reports immediately upon month-end, prior to board meeting.
- Pay normal bills on time.
- Reimburse members upon submission of vouchers with receipts - postage and printing are the most common expenses.
- Keep track of all financial activity (spreadsheets, checkbook register, etc.).
- Deposit all checks promptly.
- Reconcile checking account regularly – at least monthly.
- Process new memberships (enter into AAUW national system) promptly.
- Pay Post Office for returned mail account as needed.
- Request (via email) Certificates of Insurance (COI) from Carol Rohde at AHT Insurance for Branch events on request of President or Committee Chair. At a minimum, we need a COI for the book sale site and book collection/sorting site.
- Keep CFO apprised of checking account balance and activity – request funds from investment account as needed.
- Note, most members are due for renewal June 30, but newer members will be due for renewal 12 months from their membership date, so there will be a few renewals throughout the year.
- Use Tax Exempt Form when paying vendors – no sales tax. Our Tax Exempt Form is on file with Brighton-Eggert Florist for use as needed.