

# TREASURER

## DEFINITION:

Responsible for the receipt, care, and disbursement of club funds.

## CLUB MEETING DUTIES:

- At first meeting of the month, give the Treasurers Report (Bank of American Account Balance plus cash on hand)
- Assist the Assistant Treasurer in the sale of Raffle Tickets
- Review Auction slips for accuracy. Pass on to Assistant Treasurer for payment
- Fill out SVCC Treasurers Report/Auction Form. Record dues paid, cost of prizes, checks paid out at meeting, cash paid out, etc.
- As needed, secure substitute treasurer to fill in if absent at next meeting
- May fill in for President if Vice-President is unavailable

## MONTHLY DUTIES:

- Pay bills as needed—(Raffle prizes, Newsletter, etc.)
- After SVCC Meeting, make Bank of America deposit at local branch
- Ensure sufficient cash on hand for next meeting (\$375 - \$425). Cash is typically made up of the following: 5-\$20, 15-\$10, 16-\$5, 25-\$1, 1 Roll of Quarters, plus miscellaneous change
- Maintain inventory of SVCC Medals
- Balance monthly Bank of America Statements
- Attend monthly Board Meetings

SPECIAL ACTIVITIES:

- Assist at SVCC Spring/Fall Coin Shows
- Complete appropriate IRS tax filings (e-postcard) on behalf of SVCC and ensure timely filing (by April 15).
- Complete and file bi-annually the “Statement of Information” form for non-profit organizations with the Secretary of State’s Office. (Next due in 2012.)
- Complete and file in a timely manner any and all other filings that may be required to maintain SVCC in good standing with its tax-exempt/non-profit status.