

PWN TREASURER

PURPOSE

- Act as the financial advisor for the organization.
- Ensure that proper accounting procedures are established and accurate financial records are maintained.
- Ensure the safekeeping of the organization's funds.

RESPONSIBILITIES & ACTIONS

Prepare the annual budget

Prepare with assistance and support from others as directed and needed. The PWN fiscal year is January 1 through December 31. The annual budget should be formulated on past history and with the understanding of projects and requirements as outlined by committee chairs, board members. The incoming Treasurer, if possible, should witness the formulation of the budget so that he/she is totally familiar with the vision behind the numbers and should start this job before the end of the outgoing Treasurer's term for training.

- Obtain the previous year's actuals as a worksheet with room for comments.
- Request that current Board members and committee chairs submit their ideas for anticipated income and expenses for their area of responsibility.
- Review proposed income and expenses with the Board.
- Submit to the board for approval.

Monitor the budget

Monitor the flow of money on a monthly basis.

- Review and approve payables. Verify general ledger accounting codes are correct.
- Prepare monthly financial reports and submit to Board prior to monthly Board meeting for their review. The reports will be approval at the meeting.
- Provide a mid-year position review to the Board. Make adjustments as needed.

Direct PWN financial interactions

The Treasurer is responsible for managing bookkeeping and accounting functions and prepares the Statement of Financial Position and other reports using generally accepted accounting practices. General financial duties include:

- Make bank deposits for all funds received.
- Maintain check register
- Develop annual budgets in conjunction with the Board.
- Reconcile the bank accounts to the statements. Create reports to email to Board members prior to the monthly Board meeting to include:
 - Comparative Balance Sheet
 - Income Statement vs. Previous Year
 - Budget vs. Actual for the YTD
- Assist in preparation of materials for IRS Forms if required.
- Submit year-end books to CPA for review or audit.

Direct policies for fee setting and collection/dispersal of organization dues and fees

- Recommend changes to or initiation of dues and fee amounts as needed or requested.
- Recommend changes to procedures for collecting dues and fees.
- Advise and assist in the creation of all forms used for financial purposes such as membership dues, fundraising auctions, etc.

Additional Treasurer Responsibilities

- Process expense/reimbursement vouchers for all Board and Committee members.
- Advise on use of any profit with assistance from the Finance Committee if one is established.
- Serve as primary contact for management of PWN business bank account.