

Position Description

Treasurer

Position Purpose/Overview:

The position of Treasurer is an elected position. This person becomes a voting member of the OCC board of directors. Shall have charge of all receipts and disbursements of the club and shall make monthly reports thereof.

Duties & Responsibilities:

- Attends Monthly Board Meetings
- Collect dues and other funds and deposit in the bank designated by the Executive Board.
- Make disbursements as authorized or approved by the Executive Board
- Keep an accurate account of receipts and disbursements
- Render a report monthly to be included in the Club's newsletter and an annual budget report.
- Maintain the member list, keeping record of current members with paid dues.
- Keep historical member lists
- Monitor the Club's PayPal account and transfer funds to designated bank account as needed.

Procedures

Membership List

The list of members (2012 – current) and their record of payment is kept as an Excel file, with a separate sheet tab for each membership year. Data for each member includes First Name, Last Name, Address, City, State, Zip Code, phone number, Membership Date, Dues Payment, Date Paid, Date Deposited, email address, Website, and OCC Position. I keep the original file on a local hard drive, with a backup copy on the OCC Dropbox server.

Banking

The club does their banking at Washington State Employees Credit Union (WSECU) located at 330 Union Ave SE, Olympia, WA 98501. OCC has both a checking and a savings account. The checking account number is XXXXXX. Both the Treasurer and President shall sign the banks Signature Cards. Whenever monies are collected it is important to deposit as soon as possible, especially when personal checks are being held. When banking in person, please retain the deposit slips for our records. The treasurer also possesses a debit card from WSECU, with an expiration date of 07/17. The club does paperless banking, so all records are viewed by going to wsecu.org and entering the username: olympiacameraclub, followed by the current password. The account activity may be printed as needed.

Check Register

The OCC check register (2012 – current) is kept as an Excel file on the Treasurer's local hard drive and a copy on the club's Dropbox location. The Excel file has sheet tabs for Checking, Savings, Inc/Exp Reports, Monthly Treasurer Reports, and PayPal money transfers. With each withdrawal and debit to the checking account, a budget category is selected via a pull-down in the Category column. This is useful for budget tracking each item. Before each monthly board meeting, the treasurer shall reconcile all banking activities with the online records of the club bank.

Board Meetings

The Treasurer is responsible to prepare a Treasurer's Report for the board meeting (and newsletter). The report includes a synopsis of both money collected and disbursed for the prior month, starting and ending balances for the club's checking and savings accounts, and membership report. The membership report includes how many members we gained or lost and our current total membership, and may include the names of new members. The Treasurer may be asked periodically to provide income and expense data as it relates to annual budget line items. A copy of the monthly treasurer's report shall be placed in the OCC Dropbox.

Dues Collection

The majority of membership dues are collected from December – February. The Treasurer should, whenever possible, be available to receive dues at all of the club's meetings. This should optimize the accuracy of record keeping and facilitate getting checks deposited as soon as possible. It is important to update the Membership List with payments received as soon as possible and update the copy of the membership in Dropbox. If there are members from the previous year who have not yet paid their dues for the new year by the end of February, a letter shall be emailed from the Treasurer to

those members, reminding them of the importance of renewing their membership.

Disbursements

It is important to be timely with OCC disbursements, especially for facility rent, PO Box rent, and association dues. If a member seeks reimbursement for expenses, they should provide proper receipt documentation. Save all receipts for a period of three years.

Budget

The Treasurer shall track individual incomes and expenses for the purpose of budget tracking and in preparation of the following year budget.

PayPal

The club possesses a PayPal account for the purpose of giving membership the option of paying dues via the internet. The Treasurer shall log in to PayPal at least once per week to check for PayPal activity. If dues have been paid into PayPal, then those dues are to be transferred into the OCC checking account. It takes 3-5 days to appear in our checking account. The username for the PayPal account is treasurer@olympiacameraclub.org.

OCC Records

The Treasurer has possession of all of the membership lists and banking records from the club's history. Receipts are saved for at least three years.