

## NETMGA POSITION DESCRIPTION

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### Treasurer

Updated 2/23/2019

**Position Overview:** The Treasurer is a voting member of the Board of Directors and is custodian of all financial records of the Association. Responsible to report financial activities to the President and the Board. Manages Association finances according to the county and state policies and bylaws.

#### Qualifications:

- Member in good standing with NETMGA
- Understanding of the bylaws and financial guidelines of the organization
- Financial knowledge of income and expense accounting, checking account, balance sheets, and budgets
- Strong computer skills with access to spreadsheets and an accounting software package
- A two year term is expected

#### Initial Responsibilities: (If this is your first time as Treasurer)

- Verify an audit has been completed before records are passed to you
- Be certain you have received all records, files, materials pertinent to the office from the previous treasurer
- Be certain all expenditures have been appropriately approved
- Determine whose signature will be needed on checks. Also determine how many signatures will be needed. (It is advisable to have at least two authorized signatures for the bank account)
- Look at cash flow patterns from previous months
- If it appears there is a surplus, ask Board for permission to put surplus in an interest bearing account or certificate of deposit
- Have a receipt book for all dues and other income

#### Ongoing Responsibilities/Duties:

- Manages finances according to the Association policies and bylaws
- Receive and disburse all funds and keep accurate records of all receipts and disbursements.

- Monitors and keeps account of all monthly income and expenses. A financial report shall be prepared and read and approved at each Board meeting.
- All Association funds are to be kept in an FDIC financial Institution; this Basic Operating account will be an Independent checking account with a local bank. No funds should be kept in an individual's personal account
- The Operating Account shall be opened using a Federal Tax Identification Number (FTIN).
- Deposit membership dues submitted by the Membership Chairperson; keeping a detailed spreadsheet of the membership with names, addresses. The membership list should be e-mailed to the Database Manager for inclusion in the State membership database. This database is used to prepare labels for State correspondence. Any changes in members' addresses, phone numbers or emails should be forwarded to the Database Manager. If membership duties are assigned to a Membership chairperson, close coordination is required between the Treasurer and the membership chairperson for efficient and accurate reporting.
- Keep track of UT Foundation's NETMGA accounts, both endowment and spendable. Report to Board four times a year as interest is posted.
- Maintains group activities, records and tax information and pays all applicable fees. Prepares required forms, budgets, audits and tax paperwork (See Financial Guidelines)
- Auditable records must be maintained for all transactions
- A record system must be maintained that classifies and accumulates financial information in a logical manner. Either a software package such as Quicken, MS Money or a ledger system is generally necessary to accomplish this goal. The ledger system would include a cash receipts journal, a cash payments journal and a general ledger
- Prepare and present a written budget for the coming year at the November Board Meeting, using input from the Board of Directors and appropriate committee chairpersons.
- An annual financial report will be prepared and submitted to the Board at the January meeting. The annual report should include annual financial statements (Income and Expense, Balance Sheet, list of donor organizations and amounts donated; fund raiser income and

expense report)

- Make available to the audit committee all records, books, and papers required to examine the accuracy of the financial data. An annual audit should take place very early in January.
- At the end of the term, prepare a list of all outstanding debts with names and addresses to present to the incoming Treasurer. Incoming Treasurer will notify the addresses where to send future bills and related correspondence.
- Maintain an inventory of all Master Gardener Shirts. Offer all year. Put out two times a year for group sales.
- As of 2/2019 the treasurer is the owner and host of the NETMGA.net web page which includes the responsibility of paying the quarterly fees by personal charge account and being reimbursed by the NETMGA account .Treasurer also receives communication from the website company and relays information to the NETMGA website manager. Treasurer has website password and can access website in absence of website manager. This duty could be transferred to another board member with the Board's approval.

**Time commitment:** Varies, but approximately 4 hours per month.