

Treasurer

Income

Accept contributions for Strawberry Creek Meeting.

For each check received, log the amount, donor, check number, and purpose (such as General Fund or the appropriate special fund).

Make deposits to bank account. This can be done by mail, and needs to be done about twice each month. To deposit cash received, convert it by writing a personal check to the Meeting, with necessary notations.

Expense – also administrative expenses (stamps, binders, envelopes, etc.)

Write checks to pay regularly occurring expenses (such as rent and childcare), donations from the Meeting to other organizations, and dues to both Yearly and Quarterly Meetings.

Reimburse out-of-pocket expenses for anyone who spends money on behalf of the Meeting, usually as a committee member or an officer. A written expense statement is usually appropriate; this may simply be a receipt, annotated to show the person's name, which part of the Strawberry Creek budget is to be charged, and other useful information. Occasionally, expenses are paid directly, instead of as reimbursements.

Expenditures should generally be within budget. Overruns will sometimes occur. In this case the Treasurer must decide if the overrun should be cleared with Business Meeting prior to payment.

Record Keeping and Reporting

Reconcile bank statement monthly.

Post general ledger entries to the Meeting accounts.

Maintain computer records to track income and expenses as well as for reports. Prepare Treasurer's Report for Meeting for Business. The Treasurer's Report should contain an income and expense statement and a balance sheet.

The reporting period is typically every two months, but sometimes other reporting periods are appropriate. One of the reports should be a year-end report, usually presented in January. Reports are filed with Meeting records (in "the binder" along with the Minutes, and held in the archives).

Attend most Business Meetings or ensure that a report is conveyed via a Finance Committee member

Maintain records for audit purposes. Keep receipts of expense items, indicating which budget line or special fund has been charged for the expense. Retain canceled checks and bank statements. Maintain these documents in an orderly manner to facilitate audits. Cooperate with audits.

Respond to questions (typically from committees or officers) about the status of budget items.

Maintain the current copy of the Meeting's liability insurance policy. Provide a copy of at least a few pages of each renewal to the owners of the property we rent.

Provide yearly contribution statements to members/attenders for tax purposes.

File tax statements.

Finance Committee

Meet with Finance Committee to provide data to assist in the preparation of the next year's budget. This process extends from September through November and culminates in the presentation of the Budget and Business Meeting review in November, with corrections made prior to and during the December Business Meeting.

Participate in Finance Committee efforts to solicit contributions.

Strawberry Creek Board

The Treasurer serves as a Chief Financial Officer of the Strawberry Creek Monthly Meeting Corporation Board and shall perform all duties required by the Bylaws of the Corporation. Required regular Board Meetings are held annually during Strawberry Creek's May Meeting for Business, and decisions are arrived at by the Board under the guidance of Spirit.