

TREASURER

Job Description

The Treasurer is an elected Officer of the Board of Directors and serves from July 1 to June 30, the League fiscal year. The Treasurer will be familiar with League positions and principles and be knowledgeable about all levels of League. As a Board member, s/he collaborates in making policy and in the planning and carrying out of League activities. This is not a sensitive position with respect to the League's nonpartisan policy.*

GENERAL RESPONSIBILITIES

- Understands and carries out the duties of Treasurer as chief financial officer of the corporation.
- Understands the duties of other portfolios and works with them.
- Trains successor and hands over current updated job description.
- Cleans out files and ensures important documents are archived.

SPECIFIC DUTIES

- Keeps and maintains, or cause to be kept and maintained, adequate and correct account of the properties and business transactions of the corporation. Such account books will be open at all times for inspection by any Board member.
- Confirms and pays invoices when due and confirms and reimburses members for League expenses.
- Deposits receipts into bank account and reconciles monthly statements.
- Submits a monthly report to the Board on revenue and expenditures, cash balance and reconciliation of bank statement.
- Recommends adjustment of the budget for changing needs.
- Tracks membership dues. For tax purposes, provides donors and new members with thank you letter including donation amount and LWVA tax ID number.
- Works with the Membership Chair and in coordination with LWVA Database Administrator to create an annual report to LWVUS, which is then used as basis of dues paid to LWVUS and LWVCA.
- Picks up mail from LWVA's PO Box.
- Advises the Membership Chair and Database Administrator of renewals, new members, and "privacy" settings and advises the Communications Chair of new members.
- Serves on the Budget Committee but is not eligible to be Chair.
- Per By-laws, Art. VIII, Sects. 4-6, prepares Annual Fiscal Report to be printed in *The Voter*. This is sent to League members no later than 120 days following the end of the fiscal year (between July 1 and October 30). The Report will contain:
 - Assets and liabilities of the corporation as of the end of the fiscal year
 - Principal changes in assets and liabilities during the fiscal year.
 - Revenue or receipts of the corporation, both unrestricted or restricted for fiscal year.
 - Expenses or disbursements of the corporation for the fiscal year.
 - A copy of any report of independent accountants, or if there is no such report, the certificate of an authorized officer of the corporation that such statements were

- prepared without audit from the books and records of the corporation.
- Report on Transactions with Interested Persons.
 - Distribution of Funds on Dissolution.

* See LWVA website for Non-Partisan and Diversity policies

Adopted March 19, 2015
Revised April 2017
Revised April 19, 2018

[see next page for time-specific duties]

TIME-SPECIFIC REQUIRED FILINGS

- File annual tax filings, raffle registration forms (CT-NRP-1), raffle reporting form (CT-NRP-2) and Charitable Registration Form (RRF-1 with Attorney General including fee. Biennially (odd numbered years) file SI-100 Statement of Information-Domestic Non-Profit Corporation with Secretary of State.

Report	Description	Due Date	Comments
CT-NRP-1	Raffle Application	Registration Period is September 1-August 30. File in August/Sept for April raffle	Include fee to Dept of Justice. Attach copy of proof of FTB exempt status.
CT-NRP-2	Report for raffle held	Due on or before Oct. 1	
RRF-1	Annual Registrations Renewal Fee Report	No later than 4 months 15 days after FYE. Requires YE results.	Exempt from fee if gross revenues less than \$25,000
FTB 199N	E-File	Prior to 11/15	
IRS 990N	E-File	Prior to 11/15	
FTB 3509	Political or Legislative Activities By Section 23701d Organizations	Prior to 11/15	File with tax form
IRS Form 5768	Election by an Eligible Section 501©(3) Organization to Make Expenditures to Influence Legislation	One Time filing	Only file to revoke 501©(3) status
S1-100	Statement of Information with Secretary of State	Biennially. Due July 2019	