

**Primary Duties of Treasurer:**

Maintain the organization's financial records in Quick Books Online:

Deposit checks received for memberships and donations.

Reconcile bank statements and send along with accounting reports to an independent reviewer.

Prepare income and expense reports for monthly board meetings.

Highlight unusual items in board reports and advise board on financial matters.

Monitor credit card account and pay statement immediately.

Prepare all checks for payments. Checks over a certain amount require second signature.

Prepare draft budget in December for following year.

Prepare summary report for annual meeting held in January.

Arrange annual review of accounts by a Certified Public Accountant and filing of a Form 990 with the IRS.

File a yearly affidavit for personal property tax exemption with Pima County.

Keep records for policies for treasurer's bond and liability insurance.

File the annual report to the Arizona Corporation Commission and pay filing fee.