

# JOB DESCRIPTION – TREASURER



## RESPONSIBILITIES

### BASIC DUTIES

- Complies with PIB Garden Club Code of Regulations
- Attends regular membership and Board meetings (in person, via phone, or online)

### MEMBERSHIP – DUES, DONATIONS, LIST

- Obtains Garden Club mail from post office.
- Gives non-fiscal mail to president.
- Deposits and records dues.  
*Lamppost Basket Sponsorship (single / duo) includes Membership dues and should be reflected on the Membership list.*
- Updates membership data, including donation amounts and forwards to the Secretary, Membership Chair, Media Chair by Apr 10<sup>th</sup> and then on a weekly basis during Garden Club active season.

### RECEIPTS / REIMBURSEMENTS

- Receives and reviews receipts for validity, provides reimbursement, as appropriate
- Files receipts electronically or manually

### ACCOUNTS

- Maintains accurate records of accounts
- Generates balance sheets and profit and loss statements on a monthly basis during Garden Club active season
- Recommends alternate savings accounts / CDs, as appropriate.

### GOVERNMENT

- Files IRS Form 990N via website for fiscal year ending in October by March 15<sup>th</sup>
- Submits State Annual Report
- Submits Statement of Continued Existence (due every five years) to the Ohio Attorney General  
NOTE: The Ohio Attorney General sends a reminder, noting that form requires completion.

### ADMINISTRATIVE DUTIES

- Submits monthly (May through September) reports to Garden Club Board
- Submits receipts, with prior authorization for purchases, to President for reimbursement