

## **CCMG Treasurer Job Description and Duties**

The treasurer shall be responsible for the collection, receiving, holding, depositing, and expenditures and record keeping of all moneys of and for CCMG, Inc.

Term is one year. Term limit is two consecutive years.

The Treasurer, by designation of the bylaws, is also an Executive Board member, and as such, will participate in discussions at the Executive Board meetings and will vote on matters that come up for consideration.

Duties:

Attend Board and general membership meetings each month and occasional additional meetings when necessary (e.g., Budget).

Lead Executive Board in comprehensive review of budget in June (or as soon as all proceeds from Spring Flower and Garden Show are known), and work with board to provide an annual budget to take effect in January of each year.

Pay all invoices, submitted expenses and obligations for the Corporation in a timely manner. Expense reimbursement/check request form should be submitted with attached receipts and signed by committee chairperson for payment.

Maintain a Cash Receipt book.

Maintain a checking account with three signers on the account, the president, vice-president and treasurer. All checks of the Corporation require two signatures.

Post all deposits/revenues and record all debits/checks in appropriate monthly reports and reconcile checking account monthly.

Prepare Month-End Financial Reports including monthly revenues & expenses and YTD performance against Budget and distribute to membership through the communications person two days prior to monthly board meeting for distribution to the Board and Membership. A copy will also be provided to the secretary for the permanent record.

Provide financial recaps to key committee chairpersons as requested. (FLAG, Fall Festival, PDG,) which include revenues and expenses vs. budget.

Provide, on special request, any financial report needed by the organization as approved by the Board.

Treasurer is responsible for retrieving and handling mail from the CCMG P.O. Box at least weekly and distributing as appropriate.

Review of books yearly with another party as appointed by the Board.

End of year UT / MG reporting of Income/Expense & Assets

### **FLAG Show Responsibilities**

Provide appropriate cash for the Flower and Garden show (ticket booths, petty cash, etc.), in coordination with the Chairperson at the beginning of the Show.

Have checkbook, bank bags, deposit slips, zip-lock bags, available at the Show.

Each Day of the Show, check entry gate periodically, Be available at all times.

Coordinate with the Volunteer Chairperson regarding training of the ticket booth volunteers. Post cell-phone number in ticket booths.

### **Fall Garden Festival**

Have cash boxes with start-up cash available for CD and Almanac sales.

If this is your first term to serve as treasurer, here are suggestions to get you started:

- Be certain you have received all records, files and materials ~~including Quicken software~~ from the previous treasurer.
- Obtain the Post Office box key
- Obtain Receipt Book
- Visit designated CCMGA Bank to change signatures on the checking account. All signing officers (President, Vice-president and Treasurer) need to stop in to sign the forms.