



## **MGFKC TREASURER**

### **RESPONSIBILITIES**

- Keeps the records of financial transactions (currently using Quickbooks Pro).
- Provides reports to the board monthly and interested parties as requested.
- Writes checks to pay bills and reimburse budgeted expenses.
- Makes deposits of income to the financial institution being used (currently Kitsap Credit Union).
- Manages bank accounts as approved by the board (includes debit card account).
- With the Finance Committee, prepares and presents the annual budget to the board for approval.
- Files governmental reports as needed.
- Attends monthly board meetings (2 hours each) and other special meetings as called.
- Is Ex-officio member of the Finance Committee.
- Prepares for the annual audit done by the Audit Committee.
- Bank accounts are accessible on line.

### **CURRENT PRACTICES**

#### **MONTHLY**

1. Reconcile active accounts after end of each month. Transfer interest earned and reconcile savings account once a year.
2. Monthly financial reports are generated in QuickBooks, (Software program provided by the Foundation) Profit and Loss Budget vs actual and Assets are sent to Sec. and Web Master as PDF documents by the Tues. prior to the Monday Board meeting.
3. Money from the Seminars is collected at deposited at the Credit Union. Either need to be at the seminar or make arrangements for the deposit. (January – June)
4. Debit card bank account keeps minimal \$25 balance. Transfer money on line from General Checking to Debit checking as needed.

#### **YEARLY**

1. JAN - Income is deposited to the Money Market account. At the first of the year transfer the amount needed to bring the checking account plus Debit Card account up to the amount of budgeted expenses. Grant money is deposited in Money Market and moved to checking as spent.
2. FEB - Storage unit is paid over the phone by debit card. By Feb. 1 make payment for 1 year.
3. FEB - Resale permit is renewed every other year. Due in Feb 2018, filled out on line [www.dor.wa.gov](http://www.dor.wa.gov). Log in and fill out form.
4. MAY - Federal 990-n is filed on line. Yes we are still in existence, no we did not earn over the amount needed to file the full form. Due by May 15. File after annual audit is complete.
5. MAY - Plan to be at the Plant Sale on Sat. to receive the funds and deposit at the Credit Union.
6. JULY - State Corporate report is filed in July on line. Use debit card to pay fee.

*Currently takes about 8 to 10 hours per month, a bit more if additional meetings are called*