

TREASURER
JOB DESCRIPTION

1. Keep accurate account of all transactions and report them regularly to the Executive Committee, Board of directors and general membership.
2. Facilitate the preparation of annual budget development of the Executive Committee.
3. Prepare all disbursements for signatures and distribution.
4. Perform all bank reconciliations.
5. Recommend to the Executive Committee the amount to be presented to the Symphony at luncheon meetings with the approval of the respective fund raising chairperson.
6. Review all requests from committee chairs for expenditures over the amount of \$200, that were not previously approved in the budget, and recommend the approval or denial to the Executive Committee.
7. Provide CEO of the orchestra a list of monetary donors and amount of donation at the end of fiscal year for inclusion in the Program Book.
8. Prepare letters of appreciation with appropriate tax form and information to all donors who have contributed \$500 or more whether in-kind or financial.
9. Reserve from current year's income, up to 10% of the net incomes earned by fundraising events, removing same from the current year's revenues, in order to maintain a balance of \$25,000 in restricted funds to finance the following year's activities prior to performing the year end "sweep" calculations to the orchestra.
10. Submit the books of account to the orchestra's public accountant for annual audit and report the outcome of the audit to the Executive Committee, Board of Directors and membership.
11. Meet with the chief Financial Officer of the orchestra on a monthly basis.

12. Attend all meetings of the Executive Committee, Board of Directors and general membership for the purpose of reporting all financial aspects of Society and for voting. In the event of your absence, request the Assistant Treasurer to report for you.
13. The term of this office is one (1) year. The officer may agree, if asked, to continue in this office for a second or third term.

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