

# Treasurer

## Description

The Treasurer is responsible for keeping the books, Middlesex Banking accounts updated, writing checks, filing yearly taxes.

## Responsibilities

List the responsibilities / duties for this function.

- Responsible for filing the yearly taxes
- Responsible for depositing checks
- Responsible for writing checks to pay expenses
- Responsible for generating reports for the group
- Responsible for maintaining the Middlesex banking account

## Tasks

List the specific tasks that this position is responsible for.

- File taxes before May - with [efile.form990.org](http://efile.form990.org)
- Review [masscharities.com](http://masscharities.com) to confirm the list is correct - clerk will update if needed
- QuickBooks Pro 2020 - install on your Windows machine
- Update QuickBooks with all transactions (deposits, withdrawals)
- Print out checks from QuickBooks, you must have your own printer
- Balance the Middlesex banking checkbook each month
- Pay bills online through e-check as requested by other LRRTO members
- Deposit checks at Middlesex bank, you fill out the deposit slip
- Go to the P O Box to get contents
- As Sponsor checks arrive, email the sponsor chairs to let them know the sponsor and amount. Update the Sponsor tracking spreadsheet. Update the webmaster so they can add this sponsor and the sponsor's level.

## Specialized Skills Needed

List the specialized skills needed, or any certifications.

- Basic accounting / bookkeeping skills for QuickBooks
- Balance a checkbook
- Make bank deposits

- Write checks
- File taxes online

## Time Commitment

List the amount of time needed, and when needed. If time for this function is only in August, state that. If there is a 2 hour commitment each month, state that. Etc.

- May - file taxes [2 - 10 hours]
- June / July / August / September - deposit checks [0 - 1 hour / week]
- July / August / September / October - pay bills / write checks [0 - 2 hours / week]
- Each month generate a profit / loss report from QuickBooks [30 minutes]
- Attend the board meeting and provide the Treasurer update [1 - 2 hours]
- June / July / August / September - update sponsor spreadsheet or sponsor coordinators with incoming sponsor checks [0 - 1 hour / week]

## Meetings required to attend

List the meetings that this position is required to attend. The Board Meeting is the only recurring meeting at this time.

- Board Meeting

## Tools, applications

List the tools, applications this position uses for its duties.

- QuickBooks
- Google Spreadsheets
- Google Docs
- File online taxes at [efile.form990.org](http://efile.form990.org)
- File online charities: [masscharities.com](http://masscharities.com)

## Community Service Hours Credit

Is this position eligible for community service hours for school? Typically high school students need community service hours in order to graduate.

- No

# Voting Board Member

Does this position have a seat on the Board and can it vote? This position might be listed in the LRRTO filings.

- Yes

Last Updated: March 8, 2024