

## Job Description for Treasurer

The Treasurer handles the financial business for the Meeting, taking guidance from the Finance Committee and Meeting for Business. The Treasurer is an active participant in the Finance Committee. The Treasurer serves as the Chief Financial Officer on the SCMM corporate board. For that reason, the Treasurer must be a Member of the Meeting.

Since 2004 we have used Quickbooks for recording and reporting all financial transactions. This includes:

1. Donations
2. Expenses
3. Check recording
4. Bank balances
5. CDs and other investments
6. Financial reports
7. Keeping track of special funds (e.g. Dime-A-Gallon, Retreat)

The Treasurer must learn how to use Quickbooks, usually from the out-going Treasurer. The Treasurer needs a PC to run Quickbooks There are documents that describe many of the Quickbooks procedures. These can be obtained from the out-going Treasurer.

Present Treasurer's Reports to Meeting for Business every other month. This report includes Income and Expense reporting for the year-to-date and a Balance Sheet. A Finance Committee member can deliver this report if the Treasurer is unavailable. The out-going Treasurer will explain how to create these reports.

Most expenses are reported to the Treasurer with a paper receipt or email. This authorizes the Treasurer to pay the bill. Some expenses are on-going and NOT reported each time they occur. These include rent, annual donations to Quaker organizations, etc. These are tracked in the yearly Binder which the out-going Treasurer will explain.

Expenditures should generally be within budget. Overruns will sometimes occur. In this case the Treasurer should inform the Finance Committee before payment.

By properly maintaining the yearly Binder, generating Reports, and keeping Quickbooks up-to-date, the Treasurer is able to support the Finance Committee when a financial review is appropriate.

### **Finance Committee**

The Treasurer is an *ex officio* member of the Finance Committee. Attend Finance Committee meetings as often as possible. Provide financial information to the Finance Committee. Assist in the preparation of the next year's budget. The Treasurer should provide a spreadsheet with columns for year-to-date expenses, current budget, and proposed budget for next year.

This process begins in September and culminates in the presentation of the proposed Budget at Meeting for Business in November. The Budget is seasoned and is approved during the December Business Meeting.

Participate in Finance Committee efforts to solicit contributions at year end.

### **Strawberry Creek Board**

The Treasurer serves as a Chief Financial Officer of the Strawberry Creek Monthly Meeting Corporation Board and shall perform all duties required by the Bylaws of the Corporation. Required regular Board Meetings are held annually after Strawberry Creek's May Meeting for Business, and decisions are arrived at by the Board under the guidance of Spirit.

*Revised January 16, 2019 by Richard Leath. Accepted by Finance Committee October 4, 2020.*