

NEW NEIGHBORS LEAGUE

Job Description

TITLE: TREASURER & RESERVATIONS

DATE: September 2009

A. General duties

- Prepare monthly financial report and present at each board meeting.
- Receive all incoming monies, including receipts from membership, luncheons, 50/50 raffle funds, ways and means fundraisers, and social events.
- Pay all outstanding bills, including luncheon, newsletter, PO Box, web fees and memorials.
- Keep records of receipts and disbursements. Maintain a ledger (on Quicken) and keep copies of reports and documents. Reconcile the bank statement each month.

B. Coffees (Board Meetings):

- Bring check request forms, receipt book, checkbook, and “check box” for luncheon checks to the coffee/board meeting.
- Present monthly financial report. Give copies to the President and Secretary, and keep one for the Treasurer’s file. Send a copy to Annie Jefferson at NNL Headquarters (email to annie@newneighbors.com).
- Reimburse members for expenditures. Supporting receipts for the expenditures made by other members must accompany the request for disbursement. Mark invoices/receipts as paid with date and check number and file
- Obtain 50/50 raffle funds from Social Chair, giving a receipt for cash received.
- Accept luncheon payments – give a receipt for any cash received.

C. Luncheons:

- Record all money received for reservations and create a list of attendees. Be sure to include the Rose of the Month and any speaker(s) who may be attending.
- Call in the number of attendees to the venue by the venue deadline (usually noon on Tuesday).
- Email the list of reservations to the President, Vice President, Secretary, Nametag Chair, Prospective Membership Chair, and Membership Chair.
- Notify President of any receipts for the Rose and Speaker Fund so she can include them in the announcements.
- Attend the monthly luncheons and check in the attendees as they arrive. Arrive ½ hour early. Bring reservation list, check request forms, check box, \$50.00 petty cash, receipt book, and tickets for door prizes.
- Check off each person as she arrives and give a gray ticket for the door prize drawings.
- Pay luncheon bill. Verify number billed using highlighted reservation list, the money collected, and a physical count of people. The guaranteed count must be paid even if fewer people attend. If attendance is higher, the higher amount must be paid.
- Obtain 50/50 raffle funds from Social Chair giving a receipt for cash received.
- Deposit funds, stamping checks “For Deposit Only” using the NNL stamp.

D. Time Critical Duties

- Call in number of reservations for the luncheon by the time required by the venue (usually noon on the Tuesday before the luncheon).
- Sanddollar deadline (Saturday after luncheon): check PO Box for renewals. Report all new memberships and renewals to Membership; copy Sanddollar Editor, President, Club Chair, and Database Manager.
- Sanddollar deadline (Saturday after luncheon): send list of donations for Rose and Speaker Fund to Sanddollar Editor.
- Pay phone bill by due date (usually the 4th of the month; currently set up as autopay).
- Pay printer (Gulf Coast Mailing) monthly when invoiced (set up as payee in online banking).
- November 30 and May 31: Pay PO Box bill.
- April 15: fill out tax forms (refer to copy included in notebook).

E. Membership dues

- New Member dues: Deposit monies and note name and check number in ledger. Send \$12.50 to NNL Inc. for each new member along with the white information sheet that is given to the Treasurer by the Membership Chair.
- Renewals: deposit checks received in the check box and the PO Box. Note name and check number in ledger. Notify the Membership Chair of all renewals.

F. Memorials

- Send check for \$25 to memorial (for spouse or child) designated by member.

G. Events

- Receive money from Ways and Means fundraisers. Deposit monies, note name and check number in ledger, and generate a report to be presented at the next board meeting. Give copy of report to Ways and Means Chair, President, and Secretary.
- Receive money for Social events. Deposit monies, note name and check number in ledger. Pay expenses directly and reimburse expenses incurred by members. Generate a report to be presented at the next board meeting. Give copy of report to Social Chair, President, and Secretary.

H. Reports (see Quicken)

- Luncheon Reservations: list all incoming luncheon payments; send to President, Vice President, Secretary, Prospective Membership Chair, and Membership Chair.
- Rose and Speaker Fund: list payees; notify President at Luncheon
- New Members: list new members; notify Membership; copy Sanddollar Editor, President, Club Chair, and Database Manager.
- Renewals: list renewing members; notify Membership; copy Sanddollar Editor, President, Club Chair, and Database Manager.
- 50/50 Receipts: list 50/50 receipts from coffee and luncheon.
- Cash Flow: generate report for each coffee; send approved copy to Annie Jefferson at NNL Headquarters (email to annie@newneighbors.com).

I. End of Term

- Update signature card from bank. Check signers should be Treasurer, Assistant Treasurer, and President. Previous Treasurer (or other signer) must be present and request the

change. All signers must be present. Bring proof of new board assignments (e.g. Sanddollar).

- Prepare and present budget for the term and propose amendments to the budget as needed. Outgoing Treasurer will propose budget for the next term.
- J. Board Responsibilities . Responsibilities required of all board members:
- Attend all President's meetings, all NNL Board meetings, coffees and monthly luncheons. (Arrange for a substitute if you are unable to attend these events.)
 - Provide a total of three (3) covered dishes for the coffees. (If unable to attend, you may either send your dish with someone else or pay \$10 per dish so the coffee committee can purchase food items for the coffee. Sign up with the Coffee Committee Chair.
 - Donate two (2) door prizes with a suggested value of \$5-\$10 each for one of the luncheons. Sign up with the Secretary.
 - Update job description at end of six-month term. Highlight or mark any changes. Notify the President if the job description needs updating.
 - At the end of your term of service, plan to meet with your replacement to review the job description and budget. Plan a trip to the bank to update the signature card. Please plan to mentor that person through her first month on the job.

K. Budget - New Neighbors League is a not-for-profit organization; we are not tax-exempt.

- Participate in preparation of 6-month operating budget.
- Receive budget from Treasurer after first Board meeting.
 - No purchases are allowed before you receive your budget from the Treasurer.
 - Any proposed expenditure in excess of \$50 requires Board approval.
 - Purchases of any item not included in your supply list or in your budget need Board approval prior to purchase.
- Keep all receipts for reimbursement in a timely fashion. Complete a check request form and submit it with your receipts.

L. National Headquarters information:

Annie Jefferson: annie@newneighbors.com

Cheryl Beaudreault: cheryl@newneighbors.com

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