

Treasurer

Purpose:

- ◆ To serve as the Meeting's bookkeeper, receiving and processing donations, dispersing budgeted funds (and other funds as authorized), and maintaining appropriate financial records.
- ◆ To prepare and submit reports on financial matters to Meeting for Business.

Routine responsibilities:

1. Maintain computer records, using Quickbooks software.
2. Pick up donations each week after Meeting for Worship.
3. Deposit donations.
4. Prepare and distribute checks to pay bills and other budgeted expenditures including payment of NPYM and PNQM assessments. Some payments may be made by debit card or online as appropriate.
5. Prepare payroll, which includes calculating payroll taxes, deducting appropriate share from payroll checks for employees, and sending tax amounts with relevant forms to appropriate state or federal agencies (not used in 2015).
6. Maintain records of donations by contributors.
7. Reconcile bank statements with Quickbooks Record.
8. Report on monthly, quarterly, and annual finances to Meeting for Business.
9. Attend Finance Committee meetings and support its work.

Occasional responsibilities:

10. Establish new accounts as authorized by the Meeting for Business or Finance Committee.
11. Provide committees with information on their expenditures.
12. Provide those who made donation pledges a record of pledge and actual donations during last quarter of year or earlier if necessary.
13. Provide annual receipts to contributors of donations totaling \$200 or above.
14. Provide accounting information as requested by Meeting.
15. To work with the Clerk and M & C Committee Clerk in or close to May of each year to estimate the number of "active adult participants" in the Meeting to use in calculating our annual assessments for Pacific Northwest Quarterly Meeting and North Pacific Yearly Meeting.

Estimated time commitment:

The treasurer spends approximately 1-2 hours per week, plus 1-2 hours monthly to prepare the Meeting's monthly financial report. Attending Finance Committee meetings takes an average of 2-4 hours per month. Annual budget planning and other business requires 12-15 hours and other occasional responsibilities may take an average of 20 hours annually.

Summary commitment:

Weekly: 1-2 hours

Monthly: 6-10 hours

Annually: 104-155 (13 to 19.375 work days)

Last revised: May 27, 2015