TREASURER

DEFINITION:

Responsible for the receipt, care, and disbursement of club funds.

CLUB MEETING DUTIES:

- At first meeting of the month, give the Treasurers Report (Bank of America Account Balance plus cash on hand)

- Assist the Assistant Treasurer in the sale of Raffle Tickets

- Review Auction slips for accuracy. Pass on to Assistant Treasurer for   payment

- Fill out SVCC Treasurers Report/Auction Form. Record dues paid, cost of prizes, checks paid out at meeting, cash paid out, etc.

- As needed, secure substitute treasurer to fill in if absent at next meeting

- May fill in for President if Vice-President is unavailable

MONTHLY DUTIES:

- Pay bills as needed—(Raffle prizes, Newsletter, etc.)

- After SVCC Meeting, make Bank of America deposit at local branch

- Ensure sufficient cash on hand for next meeting ($375 - $425). Cash is typically made up of the following: 5-$20, 15-$10, 16-$5, 25-$1, 1 Roll of Quarters, plus miscellaneous change

- Maintain inventory of SVCC Medals

- Balance monthly Bank of America Statements

- Attend monthly Board Meetings

SPECIAL ACTIVITIES:

- Assist at SVCC Spring/Fall Coin Shows

- Complete the previous year financial summary by February 1st. Report said financial summary to the President and the Board members during the month of February

- By April 15th (one month prior to the tax deadline), complete and file the appropriate IRS and State tax filings on behalf of SVCC. Report the completion of these filings to the President

- Complete and file bi-annually the "Statement of Information" form for non- profit organizations with the Secretary of State's Office. (Due in even years)

- Complete and file in a timely manner any and all other filings that may be required to maintain SVCC in good standing with its tax-exempt/non-profit status.

- Responsible for collecting club member's dues and maintaining a record list of members in good standing. List to be provided to Corresponding Secretary by March 1st of each year and monthly thereafter as changes/updates are needed.