

TREASURER DUTIES

The duties of the treasurer should be clearly outlined so there is no misunderstanding of the level of performance expected. No it is not a paid position, but then neither do the other board positions or committee assignments.

With the duties and performance goals listed, it is easier to check and verify that things are being done in a timely and efficient manner.

1. Prepare the Annual Budget for the Board's review and approval.
2. Make all deposits in a timely manner.
3. Insure that dues are deposited in a timely manner and follow up for none payment.
4. Follow up on bad checks and credit card payments
5. Pay all bills regularly and set a date and time, perhaps weekly or biweekly.
6. All invoices should be checked by a separate party, perhaps an Audit Committee member.
7. Cash reimbursement should be accompanied by receipts.
8. Bank statements should be reconciled monthly.
9. Duplicate statements should be sent to the President or Audit Committee Chair, or both.
10. Review and have dates of renewal on all insurance policies, noting the amounts to be paid.
11. Prepare a quarterly balance sheet and income statement for the board and to be published in the journal or newsletter for the membership.
12. Annual statement should be available at the National or when requested by the Board.
13. All checks over an amount set by the Board(\$500 usually) requires two signatures. Be aware of duplicate checks for lesser amounts to avoid the signature requirement.
14. Since a Parent Club has a national board, it maybe wise to use a larger national type bank. This is also good for deposits at the National show. A second approved signature on checks(perhaps President) is helpful in emergency situations.
15. Internal Audits by an Audit Committee of uninvolved and disinterested club members with a good reputation is an excellent practice to let your members know everything is above board.
16. External Audits when the treasurer changes or at least every three to five years is a good practice and something Ed Sledzik may cover. They can be expensive, but remember the old adage, " penny wise and pound foolish".
17. Prepares and files all necessary tax forms (see following comments)

BONDING OF THE TREASURER

I cannot stress too highly the importance of bonding the treasurer of your organization to protect and insure your financial security. It is my understanding(but I was wrong once or twice in my long life) AKC does recommend Episure for Fidelity and Crime Coverage for your clubs. If it were feasible, I have not doubt that the AKC would make it mandatory that clubs are responsible for bonding.

Also, if my mind serves me right, Jim Crowley did mention an annual fee that to me was miniscule that we might arrange for all clubs interested. Perhaps I can pursue a group rate for those interested through our auspices. Whatever you decide, for God's sake and your own, bond your treasurer!

Never let me ever hear anyone say, "I do not want to hurt their feelings – they are the nicest couple or " such a lovely lady and she does her church's books." I shall list two references that you can try for more information or call Jim directly and if Neal answers he can help as well. Just blame the call on me. <http://www.@akc.org/ptds/ACINS1.pdf> or try www.bond007.net.

OTHER DUTIES.AND INVOLVMENTS

If you have a Rescue of Health Foundation you may have a separate treasurer but Ed may be able to comment on that as to which is best and how to proceed The treasurer if one and the same, all checks must be deposited and accounted for and in some instances, notes of appreciation and thanks need to be generated .

No Committee should have a separate account and no debit cards should be allowed.

SPECIALTY SHOW PROCEDURES AND TREASURER RESPONSIBILITIES

There is a separate handout with some suggestions that you may find useful for the National. Those of you involved know that money is all over the tables at our shows, and unless your procedures and policies are in place, it is possible to lose track, and if not dishonestly, money can be lost unintentionally.

TAX REPORTING.

Ed will cover this material but it is indeed the Treasurer's responsibility to complete and file the necessary tax forms for your organization. We have elected to use outside service, who will follow me on the podium. In 1972 when I became the Secretary of our club, I ascertained that we had not filed for three years but with cajoling and groveling, we got back in good graces with IRS but that may not happen today so listen carefully to Ed.

Thank you for your kind attention and I hope that even though many things may be redundant to some, that you will find this information useful to your organization.

TREASURER GUIDELINES MCOA NATIONAL

1. Collect money daily; always recount/double check totals before you leave person giving you the funds.
2. Give a receipt for all funds collected; have person giving you the funds sign off on the receipt.
3. Keep funds separate by placing in individual envelopes and recording on the outside of each envelope how to app funds and the total amount collected.
4. Record funds collected in master column paper by date, description (cash, check, charge), and then total.
5. Scan in Visa & MC charges daily; if possible scan charges at the point of sale; keep detailed listing of items called in and try to do it in the same order as collected.
6. Make deposits daily; make a separate deposit slip for each item collected, i.e. one for Ways and Means and another for Health Walk.
7. Work closely with Show Chairperson on income and expenses, i.e. superintendent's bill, statement of income, hotel bill, classification of income and expenses.
8. Create a master income and expense spreadsheet for specialty items. Enter income and expenses in the same format as the Specialty budget. When spreadsheet is completed, review with Show Chairperson.

ITEMS TO TAKE TO SPECIALTY

1. 10 key calculators with tape; take extra tape
2. Hand held calculator
3. Small receipt book
4. Small envelopes, 3.5 X 6.5, about 75
5. Large envelopes, 8.5 X 11, to hole small envelopes
6. Deposit slips
7. Bank stamp
8. Wiring instructions
9. Bank contact phone number
10. Credit card terminal and extra credit card slips
11. Credit card contact phone number
12. Copy of specialty budget
13. Pad of 6 column paper
14. Paper clips, stapler, extra pens, and a red binder
15. Extra checks
16. Extra overnight delivery packages to send items to the bank
17. Tape