

CCMGA Treasurer Job description And specific duties

The treasurer shall be responsible for the collection, receiving, holding, depositing and the expenditure and record keeping of moneys of and for the Association. The treasurer shall pay all legitimate obligations for the Association in a timely manner. The treasurer will maintain a checking account with three signers on the account, two of who will be required on each check. The signatures shall be those of the president, vice-president and treasurer. Reports by the treasurer will be made to the membership at general membership meetings and to the Executive Board. (From CCMGA Bylaws)

Term is one year. Term limit is two consecutive years.

If this is your first term as to serve as treasurer, here are suggestions to get you started:

- Verify that an audit has been completed before records are passed to you
- Be certain you have received all records, files and materials including Quicken software from the previous treasurer.
- Obtain the Post Office box key
- Be certain all expenditures have been appropriately approved.
- Look at cash flow patterns from previous months.
- Have a receipt book for all dues and other income.
- Plan to attend TMG State conference if possible

Duties and procedures:

- The Treasurer, by designation of the bylaws, is also an Executive Board member, and as such, will participate in discussions at the Executive Board meetings and will vote on matters that come up for consideration.
- Visit designated CCMGA Bank to change signatures on the checking account. All signing officers (President, Vice-president and Treasurer) need to stop in to sign the forms.
- 2 signatures required on all checks.
- Load copy of Quicken on computer and restore last backup from prior treasurer
- Write checks for submitted expenses, expense reimbursement/ check request form should be attached and signed by committee chairperson. Expense form is on the CCMGA website (www.ccmga.org)
- Post all deposits and checks in Quicken.
- Reconcile checking account monthly. Using provided software will facilitate this step.
- Produce monthly Treasurers report (activity for the month) and Budget vs. Actual Report. E-mail copies to Communications chairperson for distribution to general membership. Provide copy to secretary for permanent record. Timing of this report is per the Communications chairperson's schedule.
- Produce Treasurers report (partial month to date) and Budget vs. Actual report for Board meeting. E-mail the report to Board members at least 2 days prior to the next Board meeting.

- Monthly (or as needed), have listing of committee income and expenses for committees. This way committee chairperson can keep track of their spending vs. their budget.
- F&G Show:
 - Provide appropriate cash for the Flower and Garden show, in coordination with the Chairperson. And appropriate amount of cash just for emergency to be in the treasurer's box.
 - During the show, check entry gate every hour to see if they need more change. Pick up excess cash as needed. Make deposits at the bank during day as necessary.
 - Have checkbook, bank bags, deposit slips, and stamp for back of checks, plastic zip-lock bags, notepad & cell phone handy.
 - Be on hand at some point on the day before the show, and full time while the show is open. Many checks need to be written and receipts are still coming in, since 2 signers will be needed for all checks, coordinate with President or VP to be available.
 - Coordinate with the Volunteer Chairperson regarding training of the ticket booth volunteers. Consider writing written instructions for each booth.
- Meetings twice/month. Board meeting and the general membership meeting (currently the 1st Tuesday). Occasional additional meetings when necessary (e.g. Budget).
- Lead Executive Board in setting up an annual budget to take effect in January of each year.
- Lead Board in a comprehensive review of budget in June of each year (or as soon as all proceeds from Spring Flower and Garden Show are known.)
- Fall Garden Festival:
 - Have cash boxes available for PDG if needed.
 - Have cash box with appropriate startup for CDs and almanac sales.
 - Be on hand for writing and receiving checks during the day, coordinate with President and VP for check signing.
- Review of books yearly with another party as appointed by the Board.
- End of year UT / MG reporting of Income/Expense & Assets