Treasurer Roles/Responsibilities

Officer Description per HMGA Bylaws:

Section 4: *The Treasurer shall collect all monies, pay all bills, and maintain a detailed record of the source and reimbursement of said funds. The source of any income to the HMGA shall be reported to the membership, and the disbursement of funds shall only be made upon the approval of the membership or the Executive Board. The Treasurer shall maintain the current active, dues-paying membership roster. The Treasurer shall chair the Budget Committee and maintain the budget.*

Primary Responsibilities:

Serve as a member of the Governing Board of the association. This responsibility includes participation in Governing Board meetings and a voting role in Governing Board decisions (GB meets 2x per year, Jan and July)

Serve as an Officer of the HMGA Board, participating in meetings and decisions (typically quarterly; also as needed)

Attend monthly membership meetings to provide a report on Treasurer activities, financial status, and budget status (as requested)

Provide guidance to the membership and Board on the financial impacts of any decisions

NOTE: If unable to attend a meeting, the Treasurer will provide financial reports to other Directors prior.

Recommended calendar of events for accounting tasks:

Monthly:

DRAFT

- Record all financial transactions submitted from membership in the accounting package selected by the Executive Board
- Maintain copies of all receipts submitted in support of expenditures for annual audit
- Balance the bank statement and maintain a check register
- Maintain copies of monthly bank statements either in hard copy or scanned electronically into the HMGA Google Drive folders (we are currently still receiving paper bank statements in the mail, which are used for balancing)

Quarterly:

- Update and distribute Budget Tracking data to all budget owners (officers, committee heads, project leads) - Sample Provided, but Treasurer can develop their own tracking document

December – January:

- Work with the Audit Team to provide all documentation required to support their activities
- Ensure that the audit instructions are current and in keeping with requirements for non-profit organizations; and provide to the Audit Team
- Establish deadline for audit team (prior to January membership meeting)

April – June:

- Coordinate with the Greenhouse Sale committee in conjunction with the Executive Board on financial support for the annual plant sale
    - Streamlining approval for last-minute purchases of plants with other officers
    - Ensuring that a Square account is set up to track card purchases
    - Training volunteers on processing purchases during the event
    - Providing updates to the committee on sale transactions and donations daily
    - Reporting on sale results and financial impacts

DRAFT

September-October

- Work with the Nominating Committee or President to select members for the Budget Committee
- Create or update a Budget Request form and distribute to all Project Leads and Committee Heads
- Chair Budget Committee meetings and provide advice and counsel on decisions regarding budget requests
- Document and distribute the finalized budget document by (date to be determined by the Executive Board)

DRAFT