

## Treasurer (rev. 1/2025)

<b>Summary</b>	Responsible for making financial transactions involving LVCCM and maintaining and reporting LVCCM financial records.
<b>Status</b>	Voting member of the LVCCM Secretariat
<b>Term</b>	Three years
<b>Responsibilities to NLS</b>	<input checked="" type="checkbox"/> Pay NLS dues of \$300.00 or \$3.00 for each new candidate. Get the bill from the Lay Director when it comes. Typically occurs in October
<b>Responsibilities to Secretariat</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Pay all bills, make deposits. Keep a ledger and checkbook register.</li><li><input type="checkbox"/> Conduct online banking, including paying credit card bills and assigning credit cards as needed.</li><li><input type="checkbox"/> Provides a monthly written report to the LVCCM Secretariat via e-mail prior to the in-person meeting.</li><li><input type="checkbox"/> Reimburse Secretariat members for expenses incurred.</li><li><input type="checkbox"/> Submits annual LARA Licensing bill of \$20. It will be sent to the Post Office box when ready to be paid.</li><li><input type="checkbox"/> Check the P.O. Box for items regularly; keep track of the post office balance.</li><li><input type="checkbox"/> Pays annual bills such as insurance, copyright license, etc.</li><li><input type="checkbox"/> Provides a fiscal year-end report to Secretariat and a simple report for the Lay Director to share at Ultreya. (Fiscal year is April 1 to March 31)</li><li><input type="checkbox"/> Provide a record of actual costs for each weekend, including itemized costs. Keep track of the total amount of donations and provide a report when asked.</li><li><input type="checkbox"/> Manage LVCCM's PayPal account - get more detail from Jessica</li></ul>
<b>Responsibilities to Team and Weekend</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Send a \$200.00 check/or cash in person, to the head servers (Men and Women); \$100.00 for the weekend photo (give to photographer) and \$100.00 for the head server expenses. Receipts are required to know how much money was spent and returned.</li><li><input type="checkbox"/> Send check of \$200.00 to the Rector and Rectora when they are designated for expenses related to calling the team and meetings. No receipts needed.</li><li><input type="checkbox"/> Retrieve any money and receipts from the head servers and track all expenses in the ledger.</li><li><input type="checkbox"/> Collect receipts from Food Buyer and review expenses. Food Buyer has credit card with a \$2,500 limit managed by the treasurer.</li><li><input type="checkbox"/> Collect receipts from the Supplies Buyer and review expenses as needed.</li></ul>

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Supplies Buyer has a credit card which is managed by the treasurer.

- ☐ Following each weekend, write and send a check for \$2,000 to the host site. Send a thank you note to host church when mailing.
  - ☐ Following the weekend, pay off the online credit cards from the food buyer and the paper supplier.
  - ☐ Ensure that there are 60 self-addressed envelopes in the rollo room storage bin, (the address stamp is in the rollo room bins, ensure there are envelopes there too.) Pick up the envelopes on Sunday at closing from the Head Cha
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**Responsibilities to  
Community**

- ☐ Send a receipt to anyone donating over \$250.00 or as requested.
  - ☐ Reimburses community members for authorized expenses incurred.
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**Responsibilities to  
Training your  
replacement**

- ☐ Ensure a thorough review of your job description duties in detail.
  - ☐ Schedule your replacement to attend a Secretariat meeting prior to them taking over your position.
  - ☐ Review the expectations of Secretariat members.
  - ☐ Ensure a thorough review of any projects you or the Secretariat are working on.
  - ☐ Review your availability to help support your replacements transition.
  - ☐ Review the responsibilities of other Secretariat members.
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