

# MNC-PAUMCS Job Description

## **TREASURER:**

The Treasurer shall:

- be a member of the Executive Committee;
- be the custodian of the funds and receives and disburses said funds;
- require receipts and a properly filled out “Request for Payment/Reimbursement” form before any expense is reimbursed;
- write checks upon receiving proper voucher with receipts;
- maintain existing savings and checking accounts through United Methodist First Choice;
- deposit membership dues received from the membership secretary and keep all receipts;
- deposit registrations for Retreat and Annual Meeting and keep deposit slips;
- transfer excess Retreat Fund Accounts monies from the Checking Account into the designated Retreat Fund in the Savings Account;
- transfer excess Annual Meeting Fund Account monies from the Checking Account into the designated Annual Meeting Fund in the Savings Account;
- reconcile bank statements as they arrive;
- make financial records available to the Executive Committee upon request;
- provide reports consisting of a Summary of Accounts and a Detail Summary of Accounts for all Executive Committee meetings;
- provide a written and oral report at the Annual Meeting;
- prepare a proposed budget for the Executive Committee to present for approval at the Annual Meeting;
- transfer money from the Scholarship Fund to the Retreat Fund and/or Annual Meeting Fund when the Scholarship Committee notifies Treasurer of approved scholarships for these events;
- send acknowledgements per IRS guidelines to persons who make contributions to MNC-PAUMCS;
- notify standing committees of contributions to their funds so that the committee can properly acknowledge receipt of the contribution (thank you note, newsletter, etc.);
- notify person/family of contributions received in honor or memory of a loved one;
- be an ex-officio member of the Scholarship Committee.

Funds for scholarships are received from interest on the checking account and honorariums/memorials. An offering is also taken at every Annual Meeting. The Treasurer of the chapter will send acknowledgment for contributions and notify persons/families of honorariums/memorials.

A committee chairman, an officer, or member **must get permission from the President to make non-budgeted expenditures up to \$50; non-budgeted** expenditures above \$50 are to be approved by the Executive Committee.

A “Request for Payment/Reimbursement” form with supporting receipts attached, must be completed, signed and submitted to the treasurer before a check will be issued.

Our fiscal year is from November 1 through October 31.