

## SDGC Treasurer – Executive Board Member

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The duties of the Treasurer are:

- 1 Balance monthly bank statements and prepare a monthly report for the board meetings and regular meetings.
- 2 At year end a report is created of all income and expenses. This report must be approved by the auditor (a SDGC chairperson).
- 3 Income Tax Reports must be filed by May 15<sup>th</sup>.
- 4 In May a membership report must be filed with the Michigan Garden Clubs and annual dues paid
- 5 Deposit all checks and cash. Pay all expenses. Monthly reconcile checking and savings account.
- 6 Work with membership committee to balance paid members to the booklet created for the following year.
- 7 Prepare budget reports for the executive board and assist with next year's budget.
- 8 Present the budget and first three months income and expense to the membership at the April Tea.
- 9 File all state reports to maintain 503cp status
- 10 Quarterly reconcile Allegan Community Foundation Scholarship Account.