

# Longmont Genealogical Society

## Job Description and Procedures

Job Title: TREASURER - Elected Officer, Board Member

Job Description: As per Bylaws and Standing Rules

Web Site: [longmontgenealogicalsociety.org](http://longmontgenealogicalsociety.org)

### Job Responsibilities:

1. Collect receivables and pay disbursements for the Society.
2. Keep an accurate and complete accounting of income, expenses and assets of the Society.
3. Prepare and furnish a monthly treasurer's report to all Board members prior to the monthly board meetings.
4. Present the monthly treasurer's report at the general membership meeting.
5. Retain records of LGS financial transactions for 5 years, and then destroy old records in a secure manner.
6. Serve on the Budget Committee.
7. Create an annual report and make records available for audit.

### Procedures:

1. Pay bills and other expenses within the approved Society budget without board approval.
2. Pay bills up to \$50.00 without Board approval, if the bill is presented within sixty days and represents a bona fide transaction.
3. Pay those amounts to individuals or organizations as may from time to time be approved by vote of the Society Board.
4. Pay facility for meeting room use on day of the meeting.
5. Pay expenses for the printing and mailing of the quarterly, or provide sufficient funds to the quarterly staff as appropriate.
6. Receive funds from the Membership, and Ways and Means Chairs for membership payments and fundraising projects and deposit into Society accounts.
7. Collect funds from refreshment donations after each meeting and deposit into Society accounts.
8. Collect any other funds owed the Society and deposit into Society accounts.
9. Balance books and provide monthly Treasurer's report to Board members by email prior to monthly board meetings.
10. Present Treasurer's report at monthly general membership meetings. (Bring copies to be placed on back table.)
11. Create periodically a report (three or four times per year) on LGS income and expenditures with the current year's budget. Send to all Board Members prior to the monthly meeting.
12. Create an Annual Treasurer's Report and provide to the Procedures Chair by email by the January Board Meeting.
13. Make available to the Audit Committee the financial records of the Society, and report Audit findings and recommendations to the board.
14. Turn over all Treasurer's materials and records to successor. Assist with training new treasurer and with the transition of bank and CD account signature authority to new President and/or Treasurer.
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Further details may be obtained from your predecessor.

Revised 1995, 1997, 2010, 2011, 2013, 2015, 2018