



## Longmont Genealogical Society

**Treasurer: Elected Officer, Board Member**

**Treasurer's Job Description:** (As defined in By-laws and Standing Rules - see [longmontgenealogicalsociety.org/LGSBy-laws.pdf](http://longmontgenealogicalsociety.org/LGSBy-laws.pdf) or [longmontgenealogicalsociety.org/SR2023.pdf](http://longmontgenealogicalsociety.org/SR2023.pdf)):

Serve as custodian of Longmont Genealogy Society's funds and maintain accurate records of income, expenditures and account balances and make those records available to the Board and to the membership as appropriate. Attend scheduled Board meetings and be a voting member of the LGS Board of Directors.

### **Treasurer's Responsibilities:**

1. The Treasurer serves as a voting member of the LGS Board of Directors.
2. The Treasurer shall have custody of all funds, be a signatory on all Society financial accounts and shall, along with a co-signatory, make disbursements of funds as approved by the Board. (See By-laws Article VI-C)
3. The Treasurer shall keep a record of all funds and provide an accounting of all funds at the meetings of the Board and the General Membership.
4. The Treasurer shall be responsible for filing the annual reports with the IRS and Colorado Secretary of State to maintain status as a non-profit corporation.
5. Make available to the appointed person all necessary records for the conduct of an annual financial review of the Society's records and accounts. (See Article XI-D,1&2)
6. Chair a budget committee meeting in late December or early January to prepare a budget for the next year. (See December Procedures for more details)
7. Present the prepared budget to the Board during the January Board meeting for approval.
8. Present the budget approved by the Board to the January General meeting for approval.
9. Notify and transfer needed materials (checkbook and deposit slips) to the Secretary or another signatory in the event the Treasurer will be absent and will need a substitute.
10. In January, if there are any changes to the President, Secretary or Treasurer, then arrange a time the needed officers will meet at the financial institutions to make necessary changes of signatories on accounts.
11. Give Treasurer records and materials to the Treasurer's successor.

### **Treasurer's Computer Skills Needed:**

Knowledge of computer document preparation and spreadsheet programs, use of email, how to attach files to an email and how to backup/access files on a flash drive.

Revised 1995, 1997, 2010, 2011, 2013, 2015, 2018, 2022 & 2023