

Wednesday, September 12, 2017
Proposed Bylaw Change - Treasurer's Responsibilities

The Treasurer shall:

Generally be responsible for the management and oversight of the financial affairs of the organization

Keep spreadsheet(s) with a register of all money that comes in, where it comes from and where it goes, and how it was used. To facilitate auditing, register(s) should closely parallel statements from all financial institutions where the organization maintains account balances (currently Key Bank and PayPal.)

Present and keep copies of monthly reports to the board of directors showing the financial condition of the corporation, including revenues, expenses, net income and account balances.

Advise the board of directors on decisions under consideration and their potential impact on the financial condition of the corporation

Assure that procedures are in place to collect and deposit club revenues into accounts at the proper financial institution(s), pay for expenses, and identify the source and category of each deposit or expense.

Assure that someone has been designated to pay for essential recurring expenses, such as insurance, association memberships, website and domain names, PO box, storage facility, etc.

File and keep copies of all financial documents required by relevant government agencies

- 1099-Misc form for contractors with the IRS January 31.
- Oregon Secretary of State Form CT-12 along with revised by-laws May 15
- IRS Form 990-N May 15
- Oregon Secretary of State's Annual Report November 11.