

# Treasurer Duties

## AT THE BEGINNING OF THE YEAR

If you are a newly elected Treasurer

... Obtain from the former Treasurer the following:

- Names of useful contacts at the bank and the hotel
- Check book and deposit slips
- The prior year's financial records
- Endorsement stamp
- Meal ticket packs in inventory

... Obtain the appropriate forms from the Palo Alto branch, Comerica Bank for the new authorized signers to the bank account to sign. These individuals are:

- President
- Chairman, Business Committee
- Treasurer

Return completed form to the bank. An authorized signer from the prior year must accompany you.

... At the bank, change the contact person to yourself

... At the hotel, give our contact person your name as the Fellowship Forum Treasurer and responsible for bill payment. Make arrangements for how payments will be made .

... Ask another member to help with the sale of meal ticket packs at lunch. I suggest that he has a supply of 10 ticket packs. If you are not going to be present at a meeting, make sure that your assistant or someone else will be attending. Be sure they have some ticket books to sell.

## EACH MEETING

... Sell meal ticket packs. Collect the checks and cash presented in payment .

... Receive checks and cash from the member who may also sell ticket packs. Issue packs to him to replace those sold

... Provide the president with an initial supply of meal ticket packs, to be used to pay for lunches for guest speakers. Replace as required .

... Each week pick-up the meal tickets, at the front desk, for the prior week. Verify these are the same number as charged on the bill mailed to you weekly from the hotel. Under our contract, we are obligated to pay for a minimum of 35 meals. If your count of meal tickets is different from those billed, inform your hotel contact. Usually, when we have been over-billed, a credit will be given to us off the next bill. If we have been under-billed, they usually say "forget it" ..

## FOLLOWING THE MEETING

... Endorse the checks received, and deposit them at the bank It does not matter which branch .

## **EACH MONTH**

... Receive the bank statement in the mail. Reconcile the statement and the checkbook balances. Make any required corrections.

## **AS REQUIRED**

... Receive other bills presented for payment, assure that appropriate approval for the disbursement has been obtained, and write a check. Document the transaction .

... Attend meetings of the Business Committee as called by the chairman .

... Prepare and present year-end financial statements (and any interim ones considered appropriate). Prepare and present a budget for the following year and recommendations regarding dues level and meal ticket prices.

... Maintain appropriate records

... Set up a credit card account under your own name and use it exclusively for Fellowship Forum charges from Sheraton Hotel. Each week the Sheraton will put lunch charges on this card. Arrange to have an automatic withdrawal of the amount on the credit card's statement balance each month. The transaction date should be about four days before the payment due date. Use a card such as Discover which gives cash rewards which you turn over to club."

... Become acquainted with Catering Manager at Sheraton (currently Kristina Tobin) as she is your main contact. Any business that applies to FF is handled by the Catering Department.