

## **TREASURER**

April 2005

**Role:** To oversee the operational finances of the Fellowship.

### **Responsibilities:**

- Prepare a monthly financial report and present it at Executive Board meetings. Take 15 copies for distribution. Include Income and Expense Report for prior month, Year-to-Date Income and Expense vs. Budgeted Spreadsheet, Net Worth Report, and other reports as needed or requested.
- Collect weekly offertory contributions. Deposit contributions.
- Pay bills as they arrive.
- Read meter and pay water bill by the 10th of each month.
- Make arrangements for paying staff (administrator, cleaning person, and nursery coordinator).
- Pay the minister's salary and expenses as pre-arranged with the minister.
- Receive building rental deposits, deposit, and return portion authorized by Building Chair.
- Balance bank accounts (General Operations, Building Fund, Endowment, and Fellowship Memorial Fund).
- Hold key for the Fellowship safe deposit box.
- Coordinate mail pick up and review with Chairperson and Fellowship Administrator (from PO Box 910 and Fellowship mailbox).
- Track pledge contributions through the fiscal year (June 1 through May 31).
- Keep track of in-kind contributions.
- Prepare mailing in November to all members reporting contributions for calendar year-to-date and fiscal year-to-date.
- Prepare mailing in January to all contributors reporting contributions during preceding calendar year for tax purposes.
- Prepare and distribute pledge report to each pledging member near the end of the Fellowship's fiscal year.
- Fill out and submit tax-exempt forms for Kansas.
- Complete nonprofit corporation annual report for Kansas due November 15.
- Prepare necessary W-2 forms for the minister and corresponding W-3 form due January 31.
- Prepare necessary 1099 tax forms and corresponding 1096 forms for all contract workers (administrator, cleaning person, ministers earning over \$600 during a tax year) due January 31.
- Update valid signatures for all accounts as needed.
- Work with the Membership Chair to review membership list each October and submit to the Executive committee at their November meeting recommendation for deletions to the list based on UUFM Bylaw guidelines.
- Submit district and national UUA dues.
- Assist Finance Chair in gathering information regarding budget needs and preparing the annual budget.
- Maintain records of officers and chairs who are authorized to use charge accounts and hold Fellowship credit cards. Distribute charge cards as appropriate.
- Attend monthly Executive Board meetings.
- Review monthly Executive Board meeting minutes.
- Submit information for the newsletter to the Fellowship Administrator by the 15th of each month.
- Submit announcements for the Sunday bulletin by noon on Thursday.
- Make Sunday announcements as needed.
- Communicate with other committee chairs as needed.
- Participate in end of year evaluation of Executive Board activities.
- Orient new Treasurer as needed.
- Transfer materials to new Treasurer as needed.
- Submit appropriate year-end materials to the Fellowship Administrator for filing.