

WCMGA Treasurer

Advisors: Former Chapter Treasurer, Chapter President, Director #1 (Business Manager) and OMGA Treasurer

Directly responsible to: Washington County MG Chapter Executive Board

Purpose: To have custody of the Chapter funds and to accurately account for receipts and disbursements for the Chapter.

Benefits of the position: Getting to know the other chapter members and having an appreciation of where the chapter funds come from and how they are used to benefit the Master Gardener program

Major duties:

- To attend Washington County chapter and board meetings
- To have custody of the Chapter funds
 - Keep an accurate account of receipts & disbursements for the Chapter (Quicken & paper copies)
 - Verify that bank is apprised of which board members are authorized check signers
 - Deposit all receipts into financial institution accounts that have been approved by the Executive Board and set up in the name of the Chapter
 - Disburse the funds of the Chapter in accordance with the approved budget, and with the authorizations required by WCMGA Financial Policies, Guidelines and Procedures. Reconcile bank accounts monthly.
 - Submit bookkeeping records to Audit committee annually
- Produce the following reports
 - Prepare a Net Worth & Budget report on Quicken to be distributed monthly prior to Chapter and Executive Board meetings
 - Prepare reconciliation reports (Excel) and a transaction report (Quicken) for each account to be sent monthly to the WCMGA Business Manager for verification of account reconciliation
 - Prepare the OMGA required End-of-Year report by end of January for the previous year. One copy is mailed to the OMGA treasurer and another copy is given to the Director 1: Business Manager for storage.
- Chair the Budget committee
 - Recruit at-large members to join the Business Manager, Fundraising Director and Vice President on the Budget Committee.
 - Assist in preparing the budget for the next year to be presented to the Board in September, presented to the membership in November and voted on in December.
- Conduct/oversee membership renewal
 - Prepare/edit Renewal forms for the next year
 - Accept renewal forms and dues
 - Send renewal info to WCMGA Database Manager
 - Mail OMGA dues to OMGA Treasurer by date in Treasurer Book (usually March, and periodically as dues are paid after March)
- Maintain a schedule of contributions received by the chapter and report annually to OMGA with the End-of-Year Report

Skills needed:

- Bookkeeping
- Organizational
- Communication
- Working knowledge of Quicken Financial Software
- Basic knowledge of Excel software is helpful

Term: One year

Time involved: 8-10 hours monthly plus additional time seasonally (membership renewal and preparing the annual report for OMGA)

Training: From past Treasurer, Director #1 (Business Director); OMGA's Treasurer's Handbook; and the Treasurer's Procedural Notebook

Supports: WCMGA Audit and Budget committees; OMGA Treasurer

Revised 11/14/14