



LEAGUE OF WOMEN VOTERS OF GREATER LAS CRUCES

Portfolio Description: TREASURER

(Adopted September 8, 2008)

(Reviewed May 2, 2013)

Role: Chief financial officer of the League

Responsibilities:

1. Receive and disburse League funds
 - Deposit incoming funds in bank and accounts designated by Board every week
 - Deposit education funds with LWVUS
 - Pay bills for approved budgeted expenses
 - Pay per member payments to state and national Leagues
2. Maintain financial records
 - Record transactions in ledger
 - Reconcile monthly bank statement and other statements from banks with current record system
 - Reconcile education fund statement when received from LWVUS
 - Arrange for annual financial reconciliation at end of fiscal year with approval of the President
 - Open and close ledger at beginning and then at end of fiscal year
3. Provide financial reports
 - Prepare monthly report to board of cash flow and account balance
 - Make annual financial report to members at Annual Meeting
 - Prepare documents required for tax purposes - IRS e-Postcard
4. Assist in planning for League financial needs
 - Serve as ex-officio member of budget committee
 - Serve as a member of the finance drive committee
 - Anticipate large expenses to avoid cash flow problems
 - Discuss appropriate uses of education funds with board
5. Collaborate with Membership Director
 - Corroborate current membership list with Membership Director
 - Collect dues and notify Membership Director of new and renewing members

ACTIVITIES SCHEDULE FOR TREASURER

WEEKLY:	Deposit receipts Pay bills
MONTHLY:	Report income, disbursements, and education fund balance as of end of prior month to board of directors Corroborate new and dropped members with Membership Director Send education fund deposits to account at LWVUS Send list of contributors to Finance Drive Chair or other person handling acknowledgement

Fiscal Year Begins May 1 and ends April 30

April	Prepare Final Financial Report for Annual Meeting Organize portfolio to be turned over to new treasurer, if applicable
MAY	Orientation for newly elected treasurer, if applicable Change signers on checking account and certificate of deposit Close ledger for end of fiscal year – outgoing treasurer may assist Arrange for annual financial reconciliation with approval of the President Open ledger for new fiscal year Corroborate membership renewals with Membership Director Complete IRS e-Postcard tax return (Has to be done by May 15 each year.)
JULY	Pay first quarter per member payment (PMP) to LWVUS
SEPTEMBER	No deadlines – routine activities for Treasurer
OCTOBER	Pay second quarter per member payment to LWVUS
NOVEMBER	Pay annual per member payment to LWVNM - (total amount due)
DECEMBER	Obtain Board approval for disposition of interest from CD
JANUARY	CD RENEWAL AFTER 1ST OF YEAR (Between January 1 and 14) Pay third quarter per member payment to LWVUS Check with Membership Director to determine final count of membership at close of LWVUS census on January 31. This determine per member payment at national and state level for next fiscal year.
FEBRUARY	Prepare worksheets for Annual Meeting Budget Committee (Include actual figures through January 31 and projected cost to fiscal year end)
MARCH	POST OFFICE BOX RENEWAL – Renew 30 days before expiration date of 4/30 – Cost = \$60 Pay fourth quarter per member payment to LWVUS
APRIL	POST OFFICE BOX EXPIRES 4/30 Prepare annual financial report for members at Annual Meeting <ul style="list-style-type: none">• Final Budget to Actual Expense Report• Report of the Treasurer for the Operating Budget• Report of the Treasurer for the Education Fund