

Friends of Grafton Lakes State Park Policy

Policy Number: 2019.03.31.004
Policy Name: Position Description - Officers – Treasurer
Originally Issued: 2/5/2016
Revisions: 3/31/2019
Reports to: President

Position Description

Treasurer

The Treasurer manages the Board's review of, and all actions related to the financial responsibilities of the organization. They must support the President and other officers in the development of an annual budget; ensure that appropriate financial reports are made available to the board; and regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health. In order to fulfill these responsibilities, the Treasurer must:

- Administer the finances of the organization
- Maintain financial records
- Provide quarterly and annual reports
- Develop the annual budget, in coordination with the President, and as based on the financial records of the organization
- Manage the organization's bank account
- Prepare tax and other legal documentation related to the organization's finances
- Chair and oversee the activities of a Finance Committee, if appointed by the President

The Treasurer holds specific responsibilities in the following areas. These tasks may evolve with the organization:

- Tax and other fiscal documentation
 - Prepare and, if delegated, file the annual CHAR500 Reports
 - Prepare and, if delegated, file the annual IRS 990-N e-postcard
- Finance committee
 - Ensure the sound management and maximization of cash and investments.

- If requested by the President, or deemed necessary by the committee, develop budget recommendations, as based on the evolving finances of the organization