

**ASSISTANT TREASURER RESPONSIBILITIES FOR LANDLOVERS, INC.
AND LANDLOVERS FOUNDATION, INC.**

The Assistant Treasurer of the Landings Land Lovers, Inc. (LLI) and the Landings Land Lovers Foundation, Inc. (LLF) (collectively, the Corporations) is responsible for managing and administering financial and fiscal matters of the Corporations and ensuring development and board review of financial policies and procedures. This position provides the necessary internal controls for the Corporations' financial activities and allows for the cross-training of the Assistant Treasurer in preparation for his/her role as the incoming Treasurer. In the event of the Treasurer's incapacity, the Assistant Treasurer will act as the custodian of all funds and securities and be responsible for keeping full and accurate accounts of receipts and disbursements in the financial records of the Corporations.

The Assistant Treasurer will assist the Treasurer in fulfilling the following duties and responsibilities:

1. Disbursing funds as appropriate based on the approved budget and/or required approvals (e.g., Chairs). Maintain supporting documentation for proper retention periods.
2. Working with the Treasurer, support accounting related activities of the Corporations including:
 - a. Reconciling accounts, making withdrawals and deposits and other banking-related matters. Maintain access, reporting, and control over credit card transactions.
 - b. Assisting the Board members and Committee Chairs in financial matters relating to the Corporations' activities, events, and fund raisers.
 - a. Serving as Flea Market assistant treasurer providing control over the cash collections through depositing funds for both intake and event days.
 - b. Provide support and financial oversight over the Auction Mania fund-raiser and any other approved fund-raising efforts.
 - c. Working with the Treasurer and President of the Corporations to prepare the proposed operating budget and presenting it to the Board for LLI only for approval at the first meeting of the next fiscal year. The fiscal year begins 6/1).
 - c. Maintain the Corporations' accounting system application (QuickBooks) during the fiscal year including recording income sources, expenses and other accounting transactions as needed. Ensure proper accounting controls are in place within QuickBooks.
 - d. Providing monthly financial reports including budget comparisons for LLI for Board meetings. Document results of various fund-raisers including past history.
 - e. Preparing year-end financial reports and filing the tax returns by the October 15th deadline. The actual completion of the Form 990s are currently completed by a volunteer experienced in this area.
 - f. Paying GA state and local sales taxes on all fundraiser sales. File monthly sales tax returns with the state.
 - g. Become familiar with and support the Treasurer in other responsibilities including annual raffle license, annual corporate state registration, insurance coverages (liability and D&O), etc.
3. Attend all Board meetings
4. Attend the Corporations' functions whenever possible