

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

The 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. The Treasurer is the custodian of all funds and securities and is responsible for keeping full and accurate accounts of receipts and disbursements in the financial records of the Corporations.

The Treasurer will fulfill 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. Accounting for all financial transactions of the Corporations
  - a. Serving as bank signatory and liaison including maintaining appropriate signature forms, reconciling accounts, making withdrawals and deposits and other banking-related matters. Invest available funds in insured bank instruments on a short-term basis. Maintain access, reporting, and control over credit card transactions. processing (currently Neon Pay and One Cause).
  - b. Assisting the Board members and Committee Chairs in financial matters relating to the Corporations' activities, events, and fundraisers
  - c. Serving as Flea Market treasurer providing control over the cash collections through depositing funds for both intake and event days.
  - d. Provide support and financial oversight over the Auction Mania fund-raiser and any other approved fund-raising efforts.
  - e. Working with the 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).
  - a. Maintain the Corporations' accounting system application (QuickBooks) during the fiscal year including recording income sources, expenses and other transactions as needed. Provide access to QuickBooks based on Board approvals including the Assistant Treasurer. Ensure proper accounting controls are in place within QuickBooks.
  - f. Providing monthly financial reports including budget comparisons for LLI for Board meetings.
  - g. Preparing year-end financial reports and supporting information for the completion of the Federal Form 990s by the October 15<sup>th</sup> deadline. The actual completion of the Form 990s are currently completed by a volunteer experienced in this area.
  - h. Paying Georgia state and local sales taxes on all taxable fundraiser events. File monthly sales tax returns with the state.
  - i. Making annual application for licenses for raffle sales and obtaining license from the Sheriff's office.

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- j. Reporting available funds within LLF for the end of the year (net of adequate carry over reserves) and assisting in making recommendations for grants, merit awards and scholarships.
  - k. Handling administrative tasks for the Corporations such as registering the Corporations annually with the State of Georgia.
  - l. Maintaining liability insurance and D&O insurance and presenting to the Board for approval.
  - m. Summarizing financial information for the year-end membership meeting, including the results of the various fundraiser events with prior year's history.
3. Attend all Board meetings
4. Attend the Corporations' functions whenever possible
5. Cross-train the Assistant Treasurer in all financial matters and the Treasurer's duties and responsibilities. Provide access to various applications used by Corporations. Utilize the Assistant Treasurer to provide additional "checks and balances" for the Corporations to improve accounting controls. In the event of the Treasurer's incapacity, the Assistant Treasurer is expected to assume the Treasurer's duties and responsibilities.
6. Transition of the Treasurer's duties and responsibilities, application access, etc. to the incoming Assistant Treasurer after the fiscal year is finalized including the completion of the Form 990 by the third party in a seamless fashion. Provide further transition support if needed on an informal basis.