

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

The Treasurer of the Landlovers Foundation, Inc. and the Landlovers, Inc. (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 may be ordered by the Board of the Corporations (Board)
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
 - 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
 - d. Working with the President of the Corporations to prepare the proposed operating budget and presenting it to the Board ASAP after year-end
 - e. Providing budget and other financial reports as requested or needed by the Board
 - f. Preparing year-end financial reports and filing the tax returns by the October 15th deadline
 - g. Paying GA state and local sales taxes on all fundraiser sales
 - h. Making application for licenses for raffle sales
 - i. Preparing reports of funding availability and assisting in making recommendations for grants, donations and scholarships
 - j. Handling administrative tasks for the Corporations such as registering the Corporations annually with the state
 - k. Obtaining liability insurance and D&O insurance and presenting to the Board for approval
 - l. Preparing financial information for the year-end membership meeting, including the results of the various fundraisers
3. Attend all Board meetings
4. Attend the Corporations' functions whenever possible