

## Job Description for WALC Treasurer

1. Attend all board meetings.
2. Understand financial accounting for nonprofit organizations and specifically WALC.
3. Handle the money with high standards and set a tone of integrity.
4. Prepare timely financial reports. Keep an record of expenses and income as they come in or go out to present at all Board and General Meetings
5. Review the annual audit and answer board members' questions about the audit.
6. Manage the filing of taxes.  
Keep a calendar of filing requirements and assign responsibility. Fill out IRS Form W-9 from those employers requesting one for their employees attending the WALC conference. File Form 1099-MISC to report payments totaling more than \$600 per calendar year to such persons. Forms and related instructions are available at the IRS website.
7. Confirm contributions and send thank you letter to donors.
8. Keep an record of expenses and income as they come in or go out
9. Recruit the next treasurer

June 1<sup>st</sup>, is the beginning of WALC's fiscal year.

June: Close books for previous year, compile spreadsheet with expenses and send that along with supporting documentation for tax preparation

July and August: Rectify the books as checks are cleared and final credit card expenses are paid for May. If needed, reimburse ILCA attendees expenses.

September: Prepare and present a previous year fiscal report to present to the board and at the general meeting in September. Prepare check for meeting speaker, meals and materials as needed. I have provided the thank you notes for the speakers as well. Rectify the books as needed for August.

October: Pay any expenses that come in after the general meeting, rectify the books for September.

November: Prepare and present a fiscal report of past 2 months income and expenses to present to the board and at the general meeting. Prepare check for meeting speaker, meals and materials as needed. Rectify the books as needed for October.

December: Pay any expenses that come in after the general meeting, rectify the books for November.

January: Prepare and present a fiscal report of past 2 month income and expenses to present to the board and at the general meeting. Prepare check for meeting speaker, meals and materials as needed. Rectify the books as needed for December

March: Pay all conference related expenses, have checks ready for the conference chair for the speakers and AV professional. WALC will be billed for hotel and conference related expenses.

April: Pay any expenses that come in after the annual confernece, rectify the books for March.

May: Prepare and present a fiscal report of past 2 months income and expenses to present to the board and at the general meeting in May. Prepare check for meeting speaker, meals and materials as needed. Rectify the books for April.

Ongoing: Although it is not necessary for the treasurer to be on the conference committee, you may find it help to be. The conference committee will submit expenses for the Speaker's fees, travel and incidentals. The committee will also submit expenses related to the conference including but not limited to: Printing, Postage, Committee Travel and ½ of Hotel expenses for the nights of the conference. WALC also covers the cost of meals during the meetings and conference. Bookstore expenses are paid as the materials are ordered.

The Board will also submit expenses related to meeting travel, hotel and meals appropriate. The treasurer will remind members of the board that all expenses must be submitted by May 31. All expenses not submitted by this time are considered donations.