

## **PV/SB Audubon Society Treasurer Job Description**

Description: The Treasurer is custodian of the Chapter's funds and is responsible for keeping accounts and dispersing funds in accordance with the Board's direction and Chapter policy.

### Duties

- 1 Collect all Chapter funds and deposit them in a bank account so as to maximize return on deposit, and maintain their security and accessibility. Where funds are received from donors, prepare acknowledgments stating "The Palos Verdes/South Bay Audubon Society is tax-exempt under Section 501(c)(3) of the Internal Revenue Code. No goods or services were offered in exchange for or in recognition of your gift. In accordance with IRS regulations, this letter provides written substantiation for your tax-deductible contribution of \$<amount> to Audubon on <date>."
- 2 Keep Chapter Services informed of any changes in the Chapter bank routing number and checking account number, to facilitate direct deposits from National (membership incentive payments, baseline funding, Audubon grants, etc.)
- 3 Prepare an annual budget with the advice and approval of the Board.
- 4 Produce an annual financial report for the Board laying out assets and liabilities as well as income and expenses.
- 5 Produce financial reports for Board meetings and maintain accurate books that are available for Board scrutiny. QuickBooks is the present accounting software used to keep chapter records.
- 6 Disburse Chapter funds as directed by the Board, either through approval of a specific expenditure or through approval of criteria for expenditures.
- 7 Provide leadership and ideas for fundraising initiated by the Board and Chapter for Chapter programs.
- 8 Maintain the tax exempt status of the Chapter through timely state and federal reporting, unless this responsibility is specifically designated to another Board member.
- 9 Report to Audubon annually using the financial portion of the Chapter Annual Report.
- 10 Maintain an accurate accounting of funds deposited by National into the Chapter checking account, including baseline funding (annually after submittal of the Chapter Annual Report), collaborative funding or other Audubon grants, and membership incentive payments (quarterly).
- 11 If the Chapter has a substantial budget, arrange for an annual audit, and submit it to the Board.

### Resources

Internal Accounting Guidelines (External Resource: Labyrinth, Inc.)