

## **Co Treasurer Position Duties (Financial officer)**

### Paying Expenses

Some bills such as telephone, Goodrich, BRD (mailer company), are sent in the mail. Check ELPO Box 4486 once a week or so. Helpful Hint: box does not have a number on it; it is in the far south aisle by the tax forms: it is a larger box partially underneath Box 4485

Other board members may submit bills for payment or sometimes request reimbursement for items they have already purchased. They should provide a receipt and an explanation or what the item(s) were for (for example, sound-related expenses may be directly related to one concert or by an item for ongoing use).

### Maintaining Accounts

#### Flagstar Bank

Checking Account- write checks, maintain register, review monthly bank statements, record and specify deposits. Order replacement checks and deposit slips as necessary. Deposit membership checks received in the mail; note on the membership form the date and amount paid and check number, and give the form to Membership Coordinator. Other board members making deposits write what the deposit is (such as concert of a certain date, dance or concert cash box deposit at the end of the season) and give the slips to this position.

At the beginning of each season, assure with the recording secretary, that the bank gets a letter noting who are the current signatories on the account (unless no change from previous season). Typically there are at least 3: Treasurer, Financial Officer, and Gate Manager. Adding signatories must be done in person. The bank also has a Resolution form they need completed.

At the beginning of each season. The Gate and Dance managers need a check made out to the for the cash boxes.

Centennial Money Market: Endowment account.

MSU: Maintain balance adequate to cover monthly charges.

East Lansing Post Office:

Bulk Mail Account – Make a deposit to this account before each mailing ;is scheduled to go out (get schedule from Publicity Chair(s).

Postage Due Account – Make deposits to this account as needed

#### Budgets

Each board member is to submit an estimated budget for the fiscal year to this position.

Items to give Co\_treasurer (Bob Stein) after the end of the fiscal year (June 30):

Copies of Flagstar monthly statements

Copies of the check register stubs showing all checks and deposits (note on stub and or monthly statement what each deposit is)

Copies of Centennial Money Market monthly statements

Copies of MSU monthly statements

Each Board Meeting:

Summary of financial status of accounts.

Drafted by Patty Degnan

Rev 11-14-2004