

TREASURER (accountant position)

1. Maintain financial records:
 - Record all financial transactions, include sources of income, names of payees, type of income or expense, amount of income or expense This includes records for: concerts, dances, checking account, MSU account and Money Market account.
 - Bank accounts must be checked against the corresponding bank statements to make sure all items agree and balances agree at least at the beginning and end of the fiscal year.
 - Concert and Dance items come from the gate records of each. If there are discrepancies in the concert or dance records these should be reported to the gate manager for concerts and the dance coordinator in charge of dance gate.
 - Currently these records are kept in Quicken. There is a list of itemized income and expense categories and overall income and expense classes.
2. Produce financial reports:
 - This must be done annually as soon as the books are closed on a fiscal year shortly after July 1. Payments for the fiscal year ending June 30 must be paid by the middle of August. The annual financial report must be completed for the September board meeting.
 - The treasurer will produce an interim report in early February for the first six months of the fiscal year (July 1 to December 31).
3. Prepare the Non-Profit Tax forms:
 - IRS form 1090 must be completed by Oct 31 after the close of the fiscal year, or a request for an extension of time must be filed by then.
 - MI tax forms must be completed on time.
4. Mail tax forms to performers:
 - 1099 miscellaneous income forms must be mailed to all performers who received more than \$600 in the calendar year by January 31st.
 - Copies must be sent to the IRS and MI department of treasury at the same time.
5. Cash deposits/withdrawals:
 - At the end of the fiscal year all the cash in the concert and dance cash boxes must be deposited in the Fiddle Checking Account.
 - At the beginning of the concert and dance season a check needs to be issued for each to provide change cash for each cash box as determined by the gate manager and dance coordinators.