

ARIZONA FEDERATION OF GARDEN CLUBS, INC.

Board of Directors JOB DESCRIPTION

TREASURER

As an elected officer of the Executive Committee and Board of Directors reporting to the President, this officer is responsible to the general membership for an accurate accounting of the Arizona Federation of Garden Clubs, Inc.'s accounts and assets.

DUTIES

- Assume office at the beginning of the fiscal year, June 1.
- Be responsible for the accounting of all monies, securities and other intangible properties of Arizona Federation of Garden Clubs, Inc.
- Be responsible for the collection and distribution of AFGC, Inc. funds according to the AFGC Bylaws, Article XIV Finances and AFGC Standing Rules.
- At the beginning of each new administration, if there has been a change in banks:
 - Present Bank Resolutions and names of recommended signatures for Board approval
 - Obtain signatures of approved signers on forms provided by designated depository
- Maintain an account in the name of Arizona Federation of Garden Clubs, Inc. in a financial institution agreeable to the AFGC President and AFGC Treasurer.
- Authorized signatures shall be the AFGC President, AFGC Treasurer and a person designated by the AFGC President.
- Open additional accounts with the approval of the AFGC Executive Committee as necessary.
- Receive all monies belonging to AFGC, Inc., issue receipts and deposit monies in the approved bank under the designated account other than those with special accounts, i.e. Conventions, special functions. Flower Show Symposiums, Flower Show Schools.
- Make disbursements within the provisions of the approved budget and as directed by the Board of Directors.
- Receive and verify financial reports of State Conventions, Flower Show School, Flower Show Symposium and Landscape Design School.
- Pay annual fees to Arizona Corporation Commission by end of September.
- Pay annual dues to Pacific Region Garden Clubs, Inc. prior to September 1 after which they become delinquent.
- Pay annual dues to National Garden Clubs, Inc. prior to October 31 after which they become delinquent.
- Receive insurance forms and fees from member clubs for AFGC Liability Insurance.
- Notify officers and chairmen of the Board of Directors of funds available to them.
- Answer all correspondence on a timely basis.
- Follow guidelines in AFGC's Standing Rules concerning "Federating A New Member Garden Club".
- Serve as a member of the AFGC Finance Committee.
- Oversee the functions of Assistant Treasurer. Communicate regularly with Assistant Treasurer regarding Treasurer functions to help prepare Assistant Treasurer for the Treasurer position in the future.

- Prepare a financial statement for each Executive Committee Meeting, Board of Directors Meeting and the Annual Meeting.
- Communicate with appointed accounting firm on a timely basis as needed. Provide necessary reporting to accounting firm for preparation of annual federal and state income tax returns, any other required regulatory forms and biennial Accounting Compilation of AFGC accounts.
- At calendar yearend, identify person(s) for whom IRS form 1099 is required and send appropriate forms by January 31.
- Update AFGC Subsidiaries list received from IRS annually and return to IRS in January.
- Manage AFGC investments as directed by AFGC President and AFGC Finance Chairman.
- Use Proportion Method to allocate earned interest amounts at each fiscal year-end.
- Submit a thumb drive of the following electronic files to AFGC Archivist to be loaded on onto a hard drive after the close of the fiscal year:
 - AFGC Subsidiaries List
 - Monthly bank statements
 - Fiscal Yearend QuickBooks General Ledger
 - Final budget for year
 - Copies of filed State and Federal Tax Submissions.
- The Treasurer shall back-up the financial records on a second thumb drive to be kept in the possession of the Treasurer and passed on to the Treasurer of next AFGC administration.
- Accept other responsibilities, pertinent to the office, as directed by the AFGC Executive Committee and/or the AFGC Board of Directors.
- Review and follow the procedures applicable to all members of the Board of Directors outline on the page titled IMPORTANT PROCEDURES, which is a part of this job description folder.

January 2019**