

This document outlines the duties and responsibilities of the Treasurer.

The Treasurer collects all dues and monies payable to the corporation, pays all bills, is responsible for funds of the corporation, and is responsible for submission of all legal and financial filings.

The Treasurer attends all Board meetings, General meetings and Special meetings called by the Board or the President. The Treasurer shall submit a brief report at each meeting and provide a final comprehensive report at the Annual Meeting of the Corporation in February of the following year.

The treasurer is responsible for tracking and documenting the club's financial transactions in a comprehensive spreadsheet to facilitate review of the club's financial condition by the Board of Directors. The current copy of the spreadsheet, entitled "SLR Running Finances 2026" is stored on the Club Google Drive in the Financials Folder. The spreadsheet, which consists of three worksheets, should be updated on a monthly basis.

- "Annual Budget" with account allocations (prepared at the February Board meeting)
- "Transaction Journal", a list of each financial transaction, income or expense
- "Running P&L" spreadsheet of monthly income and expenses disbursements

The club maintains a checking account with Columbia Bank in Templeton for receipt and disbursement of club funds. The Treasurer is responsible for monitoring the and balancing the checking account, monthly. The Treasurer and the President are the signatories on the account. Debit cards are issued from the checking account to the President and the Treasurer to facilitate digital payment of authorized club expenditures.

The club maintains a "Square" account for receiving digital payments. Square reports the revenue monthly and sends the funds via direct deposit. As Square reports the deposits as a lump sum, the income needs to be manually allocated to the proper account by the Treasurer. Square provides more detail on each transaction, however that report must be downloaded from the Square website. Square account log in and password is controlled by the treasurer and recorded in the "SLR Rockhounds Important Information" document, found in the Google Drive root directory.

The Treasurer is responsible for the proper and timely submission of all legal and financial filings to the state and federal governments. Two additional documents provide specific details and instructions on how to administer the required submissions. The importance of the accuracy and timeliness of the legal filings and fee payments cannot be understated. The club's standing as a 501c corporation is dependent on these submissions.

- Treasurer's Monthly To Do List
- SLR Recurring Expenses and Filings

The Treasurer also acts as the "Payments Coordinator" for the annual rock show.