

Rotary District 7610 District Treasurer

Job Description

Purpose: To provide financial skills, continuity and knowledge to the leadership team and be responsible for the financial function within the district.

Qualifications: The individual should be familiar with finance, accounting, and bookkeeping practices but does not need to be an accountant or CPA. It is recommended that the treasurer serve not less than two or more than three years.

Duties and Responsibilities: The treasurer shall:

- ❖ Use software such as QuickBooks to ensure ease of record transfers from year-to-year, continuity, and uniformity of accounting records;
- ❖ Use assigned account numbers to ease classifications and to facilitate financial review;
- ❖ Backup all records and accounts on a bi-weekly basis. These backup records shall be transferred to the District 7610 office to be secured and stored by the executive secretary.
- ❖ Serve as an *ex officio*, voting member of the District Finance Committee.

Additional Duties and Responsibilities: The treasurer shall:

- ❖ Pay a bill, invoice, statement or expense report only with the expressed written authorization of the responsible district officer, under the supervision of the District Governor who has knowledge of and responsibility for the expenditure of such funds;
- ❖ Obtain written authorization in the form of initials or signature on the bill, invoice, statement, or expense report or an email, fax or other written communication identifying the specific expenditure, and providing authorization for payment;
- ❖ Be exempt from obtaining written authorization for any bank service charges, investment account service charges, bills from Rotary International for dues, supplies, manuals, assessments and related charges. All other items of charge for which a signature can not be

otherwise readily obtained, should be detailed by the treasurer for written approval by the district governor, or his or her designee;

- ❖ Ensure that cash receipts, credit card charges, checks and other evidence of monies paid to the District are accompanied with a detailed list and reconciliation of monies received and transmitted directly to the treasurer. Such listing should reconcile the number and type of registrations, contributions received, quantity of goods sold, or expenses reimbursed to the amounts received.
- ❖ Direct the responsible district officer, chairperson, assistant chairperson, registration personnel, or the district executive secretary, or their designees to prepare such a detailed listing, and communicate it to the treasurer along with the actual funds received for deposit to the district's bank accounts. The treasurer is responsible for reconciling such cash receipts with the detailed listings when depositing funds to the bank accounts, and notifying the responsible persons of any discrepancies.

Other duties include but are not limited to:

- ❖ Assist in the preparation of the district budget, working with the Governor-elect and the Finance Committee;
- ❖ Send, not later than July 1st, an invoice for annual district dues to all clubs. Dues shall be based on the club's membership as of June 30th.
- ❖ Maintain all district bank accounts, reconciling all accounts on a monthly basis in accordance with generally accepted accounting practices;
- ❖ Prepare monthly reports on the revenues and expenditures, comparing both to the approved budget categories and sending a copy of this report to the Governor and the chair of the Finance Committee;
- ❖ Advise the Governor, in advance, when expenditures or accounts payable appear likely to exceed the budget or cash on hand;
- ❖ Coordinate the preparation of all required Federal and state tax returns in a timely manner for the Governor's review and signature;
- ❖ Pay all district payroll for the executive secretary or other paid staff in a timely manner and paying all legally required withholding and employer contributions (e.g., FICA, FUTA, and state and federal taxes) into a trust account and, thereafter, making regular payments of such withholdings to appropriate government agencies as required by law;

- ❖ Prepare all W-2 and 1099 for any employees or independent contractors or vendors that are engaged by the district, in compliance with applicable state and federal laws;
- ❖ Supervise any payroll service to ensure compliance with any assigned duties;
- ❖ Close the books and forwarding all records to the reviewer/auditor by August 15th each year; and
- ❖ Assist in the preparation of a year-end financial review as required in the RIMOP.