ROTARY TREASURER/SECRETARY RESPONSIBILITIES & PROCEDURES

* EXECUTIVE SECRETARY CREATES BILLING OF ALL ITEMS TO MEMBERS OF THE CLUB, AND SENDS THEM TO MEMBERS.
* EXECUTIVE SECRETARY RECEIVES PAYMENTS, AND CREATES DEPOSITS FOR THE TREASURER. HE PROVIDES DETAIL OF THESE TO THE TREASURER
* RECEIVE BREAKDOWN FROM THE EXECUTIVE SECRETARY ON THE CODING OF DEPOSITS AT THE END OF THE MONTH.
* WRITE CHECKS AFTER BOARD APPROVAL. SIGN AND GIVE CHECKS TO EXECTIVE SECRETARY TO SEND TO PAYEE’S.
* RECONCILE BANK ACCOUNT AND PREPARE FINANCIAL STATEMENTS FOR THE BOARD OF DIRECTORS.
* PREPARE FORM 990EZ AT THE END OF THE FISCAL YEAR (JUNE 30).

TREASURER MAKES NO DEPOSITS TO THE BANK ACCOUNTS. THAT TASK IS HANDLED BY THE EXECUTIVE SECRETARY.