

TREASURER RESPONSIBILITIES

The Treasurer's responsibilities include the following:

1. Pay all bills
2. Prepare a monthly treasurer report
3. Balance checkbooks
4. Responsible for gift cards – maintaining and issuing them for the holiday baskets
5. Submit tax documents
6. Submit Secretary of State filing every 2 years
7. Submit Annual Charity Registry Report to the Attorney General
8. Deposit all funds received
9. Monitor Paypal and transfer funds
10. Be on all event committees as event treasurer

Fiscal Year – our year is June 1 to May31.

Bank Accounts – account numbers and passwords are on the attached password sheet

Gain – checking and savings. This account is for Camperships only. All monies collected and all bills for camperships should be paid from this account.

Wells Fargo – checking and savings. This account is for all general expenses and for holiday baskets.

We also have PayPal, Zelle and Venmo accounts. See password sheet

Community Development Block Grant

We apply for this grant each year. The monies are used for camperships. The applications are usually due in February or early March. There is a meeting to go over the requirements. Then there is a meeting where one person can speak with the Goals Committee. This is usually in late March. Then usually in May it goes before the City Council for final approval. At this meeting anyone can speak.

Once the grant is awarded the requested budget must be redone to match the approved funds. After that there are 4 quarterly reports that are due – October 15, January 15, April 15 and July 15.

The submission of the request and all reports are done online through City Data Services. Their information is on the password sheet.

When you submit the quarterly report if you have bills to submit, they can be submitted at this time. You must also include a copy of the check that was written to the camp for whose bill you are submitting. Once all has been approved the funds from the city are automatically deposited in the Gain account.

Please note that usually we spend all of our funds in the first quarter, however, you still need to submit all quarterly reports. The remaining ones can just say not activity project completed.

Government filings –

Taxes must be submitted by November 15th each year. If our total assets are under \$50,000 you can submit the postcard 990N. If they are over \$50,000 then you must submit a regular tax form.

Every other year (even years) you need to submit a form to the Secretary of State with a small fee of \$0 to \$25 dollars. This should be done in March or April.

Each year by December 1 you must submit forms to the Attorney General for the Charity Registry. There are two forms. There is also a fee when submitting these forms. It is based on you assets. It will be between \$25 and \$50.

Treasurer Report –

Should be prepared and submitted at the monthly association meetings.

Gift Cards –

Gift Cards are for the Holiday Baskets. The Treasurer will maintain an inventory of available gift cards as well as the cards themselves.

At Holiday Basket time gift cards are prepared for all of the unadopted families. The guidelines are as follows:

- Each family of 4 or less receive 1 \$25 grocery store card
- Each family of 5 or more received 2 \$25 grocery store cards
- Each teenager between 14 and 18 received 1 \$10 card for one of the following a fast food restaurant, target, amazon or other appropriate store

If you have gift cards that are larger amount the committee can use them to purchase gifts for the families.

Websites:

Dun and Bradstreet – www.dnb.com

Sam's Gov – www.sam.com

State Secretary – www.sos.ca.gov

Attorney General – www.oag.ca.gov