

## FOUNDER REGION

### POSITION DESCRIPTION FOR FELLOWSHIP TREASURER

#### FRF Bylaws - Article I. Officers & Fellowship Directors - Duties

The Fellowship Treasurer shall:

1. At the beginning of the Biennium, complete a "name change" form for all financial accounts to reflect the new FRF President and Treasurer. The FRF President and FRF Treasurer will be the .co-signers on all accounts. See *Treasurer's Manual* for additional information.
2. At the beginning of the Biennium, update the Directors and Officers (D&O) insurance coverage.
3. Obtain bonding to cover the FRF Board for the new Biennium.
4. Register board members for District Meetings and the Founder Region Conferences.
5. Complete and file all documents required by federal and state government entities including the California Department of Justice, the California Secretary of State, the California Franchise Tax Board and/or the Internal Revenue Service. (See *Treasurer's Manual* for more details.)
6. Maintain accurate and up-to-date Fellowship financial records and accounts through QuickBooks and Excel.
7. Require adequate documentation for all authorized bills. Pay each bill within 30 days of receipt of vouchers approved by the FRF President.
8. Reimburse board members for authorized expenses within 30 days of receipt of the approved voucher from the FRF President.
9. Deposit all monies however received (cash, check, credit card payment) in a timely manner.
10. Monitor the FRF PayPal account, understand the coding of PayPal receipts and transfer monies into the FRF checking account at the end of each month.
11. Complete bank reconciliations in a timely manner.
12. Provide a letter of donation to all donors for all donations. The letter shall include a "thank you for donation" comment as well as FRF's IRS tax ID number. (See *Forms Manual* for example.)
13. Communicate with FRF Directors when receiving donations from clubs and individuals in their respective district. Provide that Director and the FRF President with copies of any forms received and track all donations.
14. Maintain a "**New** Fellows" report of all new Fellows or existing Fellows who are leveling up during the Biennium. Provide copies to board members before each board meeting or upon request by the FRF President.
15. Maintain a biennial budget worksheet. Work with the FRF President to review the proposed budget drafted by the prior biennium board members. With the President, make any changes each year for presentation to the FRF Board at the August or November board meeting. Periodically review the budget (approved by the new Board) versus actuals with the President and the Board.
16. Timely production of financial reports for the Fellowship Board, the Financial Review Committee, and as requested by the Fellowship President and/or the Founder Region Governor, including providing quarterly financial reports to the FRF Board with a copy

to the Founder Region Governor. Present a Profit & Loss Statement, Balance Sheet and Budget versus Actual Statement for each FRF Board meeting.

17. Prepare the financial report as of March 31 for the fiscal year for the annual Founder Region conference to be presented to conference attendees at the annual FRF Business Meeting.
18. Coordinate transition of financial books to the new treasurer at the end of the Biennium.
19. Complete Financial Review.
  - a. Maintain complete and accurate records regarding Fellowship Monthly Giving.
  - b. Present all financial records to the Financial Review Committee chairperson by August 31 of each year. After that review is completed, the records are to be provided to a CPA or Enrolled Agent chosen by the FRF President and Treasurer to file the FRF taxes by November 15.
20. See the Treasurer's duties for processing new Fellows as well as for additional information contained in the *Treasurer's Manual*.
21. Participate each year in the Board's selection of Fellowship award interviewees and award recipients.
22. Attend and participate in at least one District Meeting per year of the Biennium as well as both Founder Region Conferences in the Biennium. In addition, attend Presidents' Roundtable Meetings and Founder Region club meetings/events as invited and available.
23. Undertake other duties as needed or as directed by the FRF President.

**ELIGIBILITY:**

- a. Must be a member in good standing of a Founder Region club which is also in good standing.
- b. Must have served at least one year as a club president.
- c. Does not necessarily have to have served as a club treasurer but must have specific accounting/bookkeeping experience - including a good understanding of accounting principles and practices.

**SKILLED NEEDED:**

- a. Must have a working knowledge of computer skills including the use of email and the ability to work with Microsoft Word and PowerPoint documents.
- b. Must be proficient with QuickBooks and Excel.
- c. Must maintain Fellowship's financial records and accounts.
- d. Must timely produce financial reports for the Fellowship Board, the Financial Review Committee, and as requested by the Fellowship President and/or the Founder Region Governor.
- e. Understands that there may be additional financial duties as described by Fellowship Bylaws & Procedures, as requested by the Fellowship President and as required by law/government agencies. (Note: The Fellowship tax returns are prepared by an accountant who is not a Fellowship Board member.)