

TREASURER Guidelines

MEMBERS

Treasurer

PURPOSE

To monitor the financial activities of Kent Garden Club, in such a way as to help the club reach its constitutional goals. Serve as custodian of the funds of the organization, keeping careful records of all receipts and making no disbursements without the authority of the assembly.

SPECIFICS

The term of Treasurer, an elected officer of the Executive Committee, shall be for one year and shall begin June 1 and end May 31 in the following year. To provide a rotating committee, no member of the Executive Committee shall serve longer than two consecutive terms in the same capacity, except for the Treasurer, who may serve not to exceed five consecutive terms. These officers, together with the chairs of the Standing Committees, shall constitute the Executive Board. The Board shall have power to transact all regular business meetings of the club and shall have power to fill vacancies in its own body, such appointments to continue in force until the next regular election.

PROCESS

The Treasurer shall keep an accurate account of all money belonging to the club and shall collect and disburse same in accordance with the membership-approved budget and with the guidance of the Executive Board. The books shall be reviewed every year or when a new president or treasurer is elected. Prepare monthly financial statements and report to the Executive Board and membership. Take responsibility for any and all reports required by taxing authorities. A more complete description of specific duties, including timeline, is included in this Position Guide Handbook. A more complete description of Reimbursement Procedures is included in this Position Guide Handbook.

CLUB BENEFIT

To provide an ongoing, up-to-date and accurate account of funds available to reach constitutional goals.

MEMBERSHIP BENEFIT

To provide an accurate picture of funds available to support projects and activities. If funds are insufficient, members may choose to consider project options and/or fundraising activities.

COMMUNITY BENEFIT

To support community educational and beautification objectives with KGC funds, as determined by membership.