UPCRA
POLICY/PROCEDURE: Treasurer

OFFICE: Treasurer

SUBJECT: Role and Responsibilities

PURPOSE: To define duties and to assist the incoming treasurer with the duties of this position.

POLICY: The treasurer is responsible for the duties of managing the financial aspects of the UPCRA association. The treasurer will be selected by the nominating committee and approved by a vote of the membership.

LENGTH OF TERM: The treasurer shall serve a two year term, beginning on the odd years and shall be elected on the same year rotation as the secretary.

PROCEDURE: 1. Maintain the checking account,(currently through Wells Fargo) which includes a checkbook and cash card. The treasurer is encouraged to leave the immediate past treasurer's name on the account. Update the name on the account when there is a change in the treasurer's office.

2. Maintain the savings account, (currently at Wells Fargo.) Follow the same procedure as the checking account.

3. Maintain the CD accounts, (currently at Wells Fargo.) Follow the same procedure as the checking account. Currently there are two CD's, one that is a 1-month CD and one that is an 18-month CD. The 1-month CD has a maturity date of the 18th of each month with a grace period of the 25th of each month. The 18-month CD has a maturity date of 2/18/2011, with a 1-week grace period (2/25/2011).

4. Provide the in-coming treasurer with the file of paperwork needed to perform their duties, including account numbers, balances, log-in numbers and passwords.

5. Pay monthly bills. This is currently done on-line with only one account, to Sentel Communications for our web page.

6. *Pay and keep record of any other bills incurred by UPCRA.*
7. *Document any deposits, including those made by the Chair of Membership.*
8. *Submit annually Form 990-N (e-Postcard) to the IRS to maintain tax exempt status. This can be done electronically (IRS.gov). To be submitted no later than <u>August 15th</u> each year. The login ID is our tax exempt number plus additional numbers to identify the one logging in. A new treasurer must create a log in ID and password.*

9. Maintain receipts from year-to-year as required by the IRS for a not-for-profit organization.

10. Assist the President in making an annual budget.

11. Attend UPCRA board and membership meetings and report up-to-date information of the financial aspect of the UPCRA organization.

12. Submit treasurer's book to the Audit Committee at the end of each fiscal year.