# cscr logo final.jpg

# CSCR Board of Directors

**Title: Treasurer**

**Primary Purpose**: To maintain the financial records, file tax returns and manage the collection,

deposit and disbursement of funds for CSCR.

**Reports to**: The President and Board of Directors of CSCR

**Serves**: A two-year term.

Appointed by the Board of Directors on “odd” years.

**Requirements:** Current member of CSCR

Attend all Board of Director’s Meetings or Conference Calls.

Attend Annual Educational Conference and Membership Meeting.

Working knowledge of use of accounting software.

Member of the Executive Committee

**Principle Duties**:

**I. Board of Directors meetings**

A. Reports

1. Prepare written report reflecting activity to date for Board meetings.

2. Summarize activities at the annual State Membership meeting.

B. Other Board Responsibilities

1. Is available for the Speaker’s Bureau

2. Perform other duties as requested by the CSCR President and Board.

**II. Financial activities**

A. Record all financial transactions and reconcile the bank statements.

B. Deposits

1. Verify amount and category of each deposit

2. Fill in deposit information on “Financial Transaction Form”

3. Enter deposit into Quicken

4. Make deposit at bank.

C. Check Requests

1. Check for board member signature on form or bill.

If none, return to sender

2. Fill in information on “Financial Transaction Form”

3. Write check

4. Record check in Quicken or any appropriate accounting spreadsheet.

D. Advisory activities

1. Provide input to Board concerning fiscal impacts that proposed activities may

have on current fiscal organizational finances.

1. Review proposed investments / movement of monies / financial institutions with the Executive and Board of Directors prior to any activity.

F. Annul Educational Conference

1. Work closely with Conference Chair to determine accuracy of bills

2. Review costs to help stay within budget.

3. Provide checks for speaker honorariums at Conference.

4. Pay necessary bills at Conference.

5. With Conference Chair, provide final financial report by next Board meeting.

**III. Tax reporting responsibilities**

A. Work with approved tax accountant to ensure appropriate tax forms are filed in

accordance with State and Federal guidelines.

B. State and Federal Taxes

1. File with State Board of Equalization and IRS

2. Record in Quicken or any appropriate accounting spreadsheet.

3. Maintain copies of all tax returns

C. Financial dates

1. Fiscal year is July 1st to June 30th.

2. State and Federal taxes are due between July and December annually