

# TREASURER

## I. General description

Manage Meeting financial accounts, receive and disburse funds, and make transparent and concise quarterly financial reports to the Meeting for Business.

## II. Responsibilities

- Serve ex-officio on the Finance Committee
- Write checks and make deposits in a timely fashion on four separate accounts
- Track *Main Account* on QuickBooks for Non-Profits; track in checkbook registers for less active accounts (*Building Fund, Tenants' Deposits, Friends Concerns*)
- Transfer funds as needed
- Reconcile funds with monthly bank statements
- Prepare statements with account details for the Finance Committee as needed and for Meeting for Business quarterly, usually in January, April, July, and October
- Help the Finance Committee prepare a yearly budget in December/January
- Coordinate with the Property Committee Clerk regarding that budget and any unexpected needs; with the Property Steward(s) for collection of rents, use of space payments, etc.
- Set up and administer special accounts such as *Friends Concerns* or other designated funds, as directed by Meeting for Business
- Attend faithfully to deadlines for: mortgage and loan payments; State and City licensures; letters to donors of tax-deductible contributions; etc.
- Collect (or arrange for collection) any contributions offered in The Box on Sundays and in the mail at all other times
- Make certain at least two Friends active in the Meeting are bank authorized signatories
- Revise or re-approve this document annually

## III. Last Revised: January 17, 2018