

WCMGA Treasurer

Advisors: Former Chapter Treasurer, Chapter President, Director #1 (Business Manager) and OMGA Treasurer

Directly responsible to: Washington County MG Chapter Executive Board

Purpose: To have custody of the Chapter funds and to accurately account for receipts and disbursements for the Chapter.

Benefits of the position: Getting to know the other chapter members and having an appreciation of where the chapter funds come from and how they are used to benefit the Master Gardener program

Major duties:

Banking, Receipts, and Disbursements

- At its December meeting the Executive Board appoints Authorized Signers on the WCMGA bank accounts. The Authorized Signers will include the Treasurer and one or two other members of the Executive Board. It is the responsibility of the Treasurer to ensure that the Authorized Signers, and only those Authorized Signers, are registered with the bank as having access to the financial assets of the chapter during the ensuing year.
- Ensure that all receipts of WCMGA, whether checks, cash, or electronic payments, are promptly deposited to the chapter's accounts at the financial institution approved by the Executive Board. Incoming checks will be marked immediately with a restrictive endorsement. Incoming cash will be acknowledged, and the amount of the deposit confirmed, with the member who transmitted the cash to the Treasurer.
- Disburse the funds of the Chapter in accordance with the approved budget, and with the authorizations required by WCMGA Financial Policies, Guidelines and Procedures.
- Prepare a reconciliation of the WCMGA accounts, and a transaction report, at the end of each month, for independent review by the WCMGA Business Manager.
- Keep an accurate, contemporaneous account of receipts and disbursements of WCMGA for use in reporting the financial condition of the Chapter to the Executive Board, membership, and OMGA.
- Maintain paper copies of disbursements, with related documentation and authorizations, and of deposit receipts and any related documentation. Bookkeeping records will be submitted to the Audit Committee annually.

Financial Reporting

- Prepare the Budget Report and Net Worth Report each month for presentation to the Executive Board and WCMGA membership. Once approved, the Treasurer submits the monthly reports to the WCMGA website for posting on the Chapter Members page.
- Attend WCMGA chapter meetings and Executive Board meetings, prepared to address questions from members and the board about the chapter's finances.
- Prepare special reports, from time to time, as requested by activity leads for purposes of tracking expenditures.
- Ensure that WCMGA donation acknowledgements are provided to donors, either by the member who accepted the donation or by the Treasurer, as appropriate. Maintain a list of all donations received during the year.

- Prepare the End of Year Report required by OMGA. One copy of the report is due to the OMGA Treasurer by January 31st of the year following the report year. A second copy is provided to the WCMGA Business Manager for the archive. The report may consist of the following parts:
 - Annual Financial Report
 - Budget, Expenses & Income, including Net Worth
 - WCMGA Donations/Grants Given
 - WCMGA Donations/Grants Received
 - EOY Financial Summary Report to Chapter
 - WCMGA Bylaws
 - Certificate of Insurance – general liability

Budget Committee

- Treasurer is responsible for convening the standing Budget Committee (Business Manager, Fundraising Director, and Vice President) and recruiting members-at-large to prepare a draft budget to be submitted to the membership for approval at the December chapter meeting. The Treasurer presents the budget drafted by the Committee to the Executive Board at its October meeting and, if approved by the board, to the membership at the November chapter meeting.

Skills needed:

- Bookkeeping
- Organizational
- Communication
- Working knowledge of QuickBooks is helpful
- Basic knowledge of Excel software is helpful

Term: Two years

Time involved: 6-8 hours monthly plus additional time seasonally (Preparing the annual report for OMGA)

Training: From past Treasurer, Director #1(Business Director); OMGA's Treasurer's Handbook; and the Treasurer's Procedural Notebook

Supports: WCMGA Audit and Budget committees; OMGA Treasurer

Revised 2022