

ALDHA Treasurer: Job Description

ALDHA ByLaws Section 5.7 Treasurer. The treasurer shall have charge and custody of and be responsible for all funds and other financial instruments and financial records of the corporation, receive and give receipts for disbursements, and deposit all monies in the name of the corporation in such banks and other financial institutions as shall be selected in accordance with these Bylaws. The treasurer shall perform all duties incident to the office of treasurer and such other duties as from time to time may be assigned to him or her by the coordinator or the board of directors.

Outline of Duties

1. Charge and custody of funds: ALDHA maintains a checking account and savings account at Wells Fargo, and a brokerage account at T Rowe Price. Treasurer has control of the accounts along with anyone approved by the board of directors.

Treasurer makes most deposits and authorized disbursements. Other approved members may deposit or write checks. Currently, online bill pay is used to make most payments. Accounts are reconciled monthly.

ALDHA uses PayPal and GoPay for credit card receipts and some payments. The Treasurer reconciles these accounts and authorizes transfer to Wells Fargo, with proper recording of the transactions.

2. Prepare financial reports: Quickbooks is used to record all transactions to generate any needed reports. Government required filings are prepared for the IRS and State of New Hampshire, due May 15 each year.
3. The annual budget: Prepare a preliminary budget for the Fall board meeting. Make all approved changes and finalize the budget. Quickbooks has this capability.
4. Board of directors meetings and The Gathering annual membership meeting: Normally, there are Spring and Fall board meetings and a short board meeting at the Gathering. The Coordinator may call additional meetings which are typically Video Conferences.
5. Treasurer is the Insurance resource for ALDHA, which means recommending changes to policies as needed.