

Treasurer Job Description

Revenue & Income

Accounts for and deposits all revenue and income received by the neighborhood association. Pays all association expenses, as needed, following check signing procedures in bylaws. Leads neighborhood planning session for annual budget. Keeps complete financial records and reports the status of funds at neighborhood association meetings.

Resource Materials:

- How to Create a Budget – Info Sheet
- Reimbursement Request Form
- Sample Excel Accounting Template

Communications Funds: Assures appropriate use of neighborhood communication funds allocated from the city. Reports and tracks communication monies and files report with SE Uplift.

Resource Materials:

- Communications Info Sheet
- Communications Fund Report
- Communications Fund Ledger

Other: Tracks any in-kind or financial donations received by the neighborhood association. Submits a copy of all fundraising materials used, donation log, and receipts to SE Uplift after the event takes place only if our Federal Tax Identification Number was given out for donor deduction purposes.

Resource Materials:

- Fundraising Info Sheet
- Proposed Budget Form – Pre and Post Event
- Donation Log (In-Kind Donations)
- Financial Donation Receipt

Department of Justice: Files annual financial report (CT-12) with the Department of Justice in a timely basis and submits a copy to SE Uplift for reimbursement.

Resource Materials:

- Financial Reporting Info Sheet
- RF-C Form Example
- CT-12 Form Example