POSITION OVERVIEW:

The Treasurer is responsible for keeping track of all of the income and expenses of Women in Leadership of Central Illinois, as well as keeping the organization in compliance with the Illinois Secretary of State and the IRS. The position involves an understanding of basic bookkeeping principles using QuickBooks accounting software. This person must have an accounting background and be employed in an accounting position. If no one meets these requirements, the board has the option to outsource the Treasurer role as they see fit with a majority vote. The Treasurer will provide reports that track the money from membership receipts, monthly luncheons, special events and expenses. A budget is prepared each year with information submitted from each board member.

MONTHLY DUTIES:

1. Review board minutes from previous month’s meeting.
2. Attend the monthly luncheon. *(11:15 arrival time, 2nd Thursday of every month minus July)*
	1. After each luncheon, ensure guest contact info is added to the website and the type of communication from WIL includes all newsletters and monthly luncheon invitations.
3. Compose monthly board report consisting of:
	1. Balance Sheet
	2. Profit & Loss Statement
	3. Sales by Item Summary (if necessary)
	4. Sales by Item Detail (if necessary)
	5. Expenses by Vendor (if necessary)
	6. Bank Reconciliation (if necessary)
	7. Copy of checking account statement (if necessary)

 *(Due @ 5:00pm Monday before board meeting)*

1. Attend the monthly board meeting. (*3rd Thursday of every month)*
2. Consider writing a newsletter article and forward it to VP of Public Relations. *(Due the 25th of every month)*
3. Write any checks that need to be submitted.
	1. Website
	2. Vendors
	3. Miscellaneous
4. Purchase gift cards as needed (annual membership drive, end of year board gifts).
5. Deposit money received from all WIL functions and events for memberships, luncheons, birthday silent auction, Toot Your Horn, etc.
6. Monitor the budget monthly .
7. Keep track of membership and ensure it balances with the VP of Membership records.
8. Keep track of membership as money comes in from renewals or new members with dates and check numbers. This may also include yearly meal plans.
9. Balance the checkbook.
10. Responsible for 1 Square Reader.
11. Process credit card payments at monthly luncheon and membership renewals.
12. Collect cash and checks at monthly luncheon and membership renewals.
13. Frequently check the post office box and distribute mail, as necessary.

*Specific activities recommended by month:*

JULY

1. Attend the July board retreat (replaces the July Board meeting) where the upcoming season can be discussed (typically a 3‐hour meeting in the afternoon/evening).

OCTOBER

1. Prepare the Annual Federal Form 990, due for the fiscal year ending June 30 prior to November 15.
	1. If gross receipts are under $50,000 (average of three prior years), then prepare and process electronic Form 990N or E-postcard on IRS website. If the threshold is exceeded, employ an outside accounting firm to prepare Federal Form 990.

APRIL

1. Prepare State of Illinois Annual Report, due May 1 of each year.

JUNE

1. Prepare a budget with input from Board Members, so the budget is in place for the new fiscal year starting July 2. Report total annual donations to the President (“speaker fee” to a charity/NFP, food drives, clothing drive,

 donations through Toot Your Horn and donations through our speakers).

***Total Time/Month: 4-5 hours (monthly meeting, board meeting & report)***