

## **Official Duties as specified by AOTB constitution (as amended)**

### **Sec. 4 Treasurer**

- a. *Shall preside in the absence of the President and the Vice-President.*
- b. *Shall keep accurate account of all income, expenses, assets and liabilities of the Association, and shall be able to produce records of the same upon reasonable request.*
- c. *Shall make a financial report to the Board of Directors and the Association at each scheduled meeting and upon reasonable request.*
- d. *Shall deposit to the appropriate AOTB financial account all monies collected by or on behalf of the Association, exclusive of those monies retained by Anne Arundel County.*
- e. *Shall release funds only upon receipt of a voucher, or pursuant to a check, counter-signed by the President.*
- f. *Shall have the authority to engage the services of a certified public accountant as desired.*
- e. *Shall release funds only upon receipt of a voucher, or pursuant to a check signed by Treasurer with records audited monthly by President. [Approved April 2014 <http://arundelonthebay.org/pdf/meeting-minutes/Minutes-General-Meeting-2014-Apr-19.pdf>]*
- f. *Shall have the authority, with approval of President, to engage the services of a certified public accountant. With Board approval, may enlist the services of a bookkeeper appointed by the President to assist with administrative tasks for a period determined by the President. [Approved June 2015 <http://arundelonthebay.org/pdf/meeting-minutes/Minutes-General-Meeting-2015-Jun-15.pdf>]*
- g. *Shall be responsible for all bank transactions and such other duties as specified by Robert's Rules of Order.*

## **POA-AOTB**

### **Expanded specific Bookkeeping details**

#### **Standard monthly duties**

- Write Checks for the 15<sup>th</sup> and 30<sup>th</sup> each month for regular vendors & employee – then enter in QuickBooks
- Review all entries for accuracy – correct errors
- Bank Reconciliation for both bank accounts—SCBD and Contributions
- Prepare and Print Reports for Monthly BOD meeting Budget vs Actual (QuickBooks)

- AOTB-SCBD Forecast for Calendar Year (Word) Cash Projection Report (Excel) used by bookkeeper
- Submit SCBD Expense Sheets to president for Review and signature

### **Additional duties by month**

#### **January**

- Write payroll tax checks
- Prepare Proposed Budget for GMM vote
- Submit 1099 info to accountant; mail out after forms returned

#### **March**

- Pay estimated Fed&State income tax for Contributions account
- Send payroll information to accountant for quarterly payroll tax return (Memorized Report)

#### **April**

- Write payroll tax checks
- Prepare reports for GMM

#### **May**

- Contact State Farm Ins. Instruct them to raise Fidelity Bond amount to equal Budget for New Fiscal Year

#### **June**

- Review all expense and income entries for the past year for accuracy and make corrections
- Prepare all paperwork for Audit – Accountant will give you a list
- Prepare reports for GMM
- Pay estimated Fed&State income tax for Contributions account
- Payroll tax information to accountant for quarterly payroll tax

## **July**

- Write payroll tax checks
- Submit all work for Audit to accountants
- Enter budget amounts for new Fiscal Year

## **September**

- Answer accountant questions regarding budget expenditures. These questions will be about the original budget posted in ***the Pier***
- Finalize Audit submission and post Journal Entries from Accountant after audit is completed
- Get president's signature on document for electronic tax returns received from accountant
- Payroll info to accountant for quarterly payroll tax
- Pay AOTB income tax prepared and sent to you by accountant for Contributions Account

## **October**

- Write payroll tax checks
- Review expenses from previous year and suggest any reprogramming to be voted on at BOD meeting for current budget
- Pay Fed&State estimated income tax for Contributions account

## **November**

- Receive proposed budget worksheet from AA County and prepare proposed budget with Treasurer
- GMM reports

## **December**

- Submit Proposed Budget to BOD for vote

- Submit voted upon proposed budget to editor of the Pier for publication. This must go out to the community 30 days prior to January GMM
- Pay Fed&State estimated income tax for Contributions account
- Payroll tax information to accountant for quarterly payroll tax