

ADMINISTRATIVE TREASURER

2009-2010

FUNCTION: The Administrative Treasurer keeps an accurate account of all dues, receipts and expenditures for the Mountain Home Officers' Spouses' Club (MHOSC) and makes sure the administrative account is balanced monthly.

DUTIES:

- A. Attend all the Executive Board Meetings.
- B. Serve as co-chair of the Cashiers Committee, with the Welfare Treasurer, for the MHOSC Annual Auction.
- C. Maintain Administrative budget
 1. Keep an accurate record of all dues, receipts and expenditures.
 2. Balance the Administrative account monthly
- D. Sign checks
 1. Two of the following signatures are required on every check: President, First Vice President, Admin. Treasurer or Welfare Treasurer.
 2. Outgoing Admin. Treasurer will pick up signature cards to be signed by new board members at May installation and/or upon change of officers.
 - a. Cards are held at the bank
 - b. Cards will be signed by incoming: President, First Vice President, and the Admin. and Welfare treasurers.
- E. Maintain MHOSC bonds:
 1. Maintains bonding policies.
 2. Pays bonding fees.
 - a. Paid yearly in December
 - b. MHOSC will provide a bond covering the President, First Vice President, Admin. Treasurer, Welfare Treasurer, Ways and Means, Second Vice President, Thrift Shop Co-Chairmen, Thrift Shop Treasurer, and Desert Breeze Editor.
- F. Serve as Chairman of the Administrative Budget committee.
 1. The Administrative Budget committee shall consist of:
 - a. MHOSC Advisory Group
 - b. Outgoing and Incoming: Presidents, Vice Presidents, Welfare Treasurers, Administrative Treasurers, Parliamentarians, Ways and Means Chairmen, and Recording Secretaries.
 2. Provide incoming Administrative Treasurer with a preliminary budget for budget committee review meeting.
 3. Committee meets after April elections but before the May Board meeting.
 4. Present budget at May board meeting for approval.
 5. Post budget for review by members from that Board meeting until it is voted upon at the next general membership meeting.
 6. Present budget at May general membership meeting for approval with Quorum vote.
- G. Financial transactions
 1. Income
 - a. Operating fund consists of annual dues, non-welfare projects and no more than 35% of general fund-raisers' proceeds.
 - b. All funds belonging to the OSC will be deposited to the credit of the OSC in a national bank that has subscribed to the Federal Deposit Insurance Corporation.
 - c. Cash flow sheets will be used for all fund raisers

2. Expenses

- a. Is responsible for payment of all commitments approved by the Executive Board and/or the General membership, which will include but is not limited to:
 - i. Presents records, upon resignation or at the end of term of office, for review in accordance with existing Air Force directives.
 - ii. The club's Liability Insurance policy is paid in May. Billing is mailed to the PO Box.
 - iii. Bonding is paid yearly in December. Billing is mailed to the PO Box.
 - iv. Is responsible to pay for copies:
 - (i) Copies and payments are made at Base Library
 - (ii) Payments will be made semiannually in November and May.
 - (iii) Administrative Treasurer will verify authorized usage
- b. All expenditures require a signed voucher and a receipt.
- c. All transactions will be recorded in the checkbook register and ledger.
- d. All expenditures must be either budgeted or approved by the Board or membership.
- e. Administrative account may donate money to the Welfare account.

3. Bank statements and ledgers will be balanced on a monthly basis.

- a. Board report with balanced Monthly Financial Statement will be e-mailed to Recording Secretary with monthly report, to be distributed to all MHOSC Board members.
- b. Recording Secretary will distribute copies to the Installation commander or his/her designee, the Services Squadron Commander, and the MHOSC Bulletin Board at the Gunfighter Club.

H. Shall familiarize the Welfare Treasurer with the books so he/she can carry on as Admin. Treas. if necessary. Further, in the event of the Welfare Treasurer's absence, the Admin. Treas. shall perform his/her duties.

I. Miscellaneous

1. Is responsible for proper filing of income tax form 990 no later than October each year.
2. A minimum amount of \$1500 will be maintained in the administrative account.
3. The minimum balances are over and above any obligated funds.
4. Any expenditure not exceeding \$500 can be approved, by a quorum vote of the Executive Board as an unbudgeted expenditure, without membership approval.
 - a. This provision may be exercised only once on any individual project.
 - b. Subsequent expenditures require membership approval.
5. Any expenditure exceeding \$500, not previously approved in the budget, shall be voted upon at a regular business meeting of the OSC General Membership.
6. The President shall be permitted to incur expenditure up to \$200, without Board approval, in an emergency situation, provided he/she coordinates such expenditure with the First Vice President and the Advisory Group.
7. All supplies for the Admin. Treasurer are kept in the filing cabinet maintained by the Admin. Treasurer.

J. Presents records, upon resignation or at the end of term of office, for review in accordance with existing Air Force private organization guidance (page 7).

K. Maintains a file notebook to be given to his/her successor in May which will include:

1. Current OSC Constitution/Bylaws/Policies
2. His/her job description
3. His/her board reports
4. Board meeting minutes
5. Insurance policies and bonding policies.
6. Disk with copy of all job descriptions as provided by the Parliamentarian

DUTIES OF ALL MHOSC BOARD MEMBERS

- A. Attend all regularly scheduled MHOSC Executive Board meetings.
 - a. Notify the President as soon as possible if you will not be able to attend.
- B. Submit a report to the Recording Secretary via e-mail no later than the Friday before the Board Meeting.
- C. Submit any Agenda items to the President no later than the Friday before the Board meeting.
- D. Print out the packet of reports e-mailed by the Recording Secretary prior to the meeting, and bring them to the meeting for reference.
- E. RSVP for Board meeting Childcare no later than the Friday before the meeting
- F. Maintain an active list of all expenses their position accrued throughout the year (copies of Treasurer Vouchers are also acceptable)
- G. Turn in all expense receipts in a timely manner to the appropriate Treasurer, using the Vouchers provided by the Treasurers.
- H. Update job description as necessary and submits the revision to the Parliamentarian no later than the January MHOSC Executive Board meeting.
- I. Write an after-action report for all events they chaired throughout the MHOSC Executive Board year.
 - a. One copy shall be maintained in their file notebook
 - b. One copy shall be given to the President
 - c. One copy shall be given to the Parliamentarian
- J. Write an after-action report for their MHOSC Executive Board position at the conclusion of their term.
 - a. One copy shall be maintained in their file notebook
 - b. One copy shall be given to the President
 - c. One copy shall be given to the Parliamentarian

Current as of 08/09