

Magic Valley Gem Club Officer: Treasurer Job description:

Note: No individual member may encumber, commit, charge, or in anyway make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting or the Show Chairman. All expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club Officer: Treasurer

Reports to: President, Show chairman, Executive board, and General membership

Job Overview:

Receive, payout, record, track, report, and insure all club monies are duly accounted for. With consent of the Executive board and a 50 per cent vote of club membership at a regular meeting, invest idle funds in a safe investment media. This may vary as the club needs change. Keep accurate and detailed accounting of all club funds and expenditures. Prepare the books and records for a BI-Annual review and audit by the executive board. Insure all required state, federal, and federation related documentation is completed in a timely manner.

Duties: AS OUTLINED IN THE MVGC BYLAWS

The Treasurer shall have charge of the monies of the Corporation, shall keep the same deposited in such a Bank as may be directed by the Executive Committee: shall keep true account thereof, and disburse the same only when ordered by vote of the member or of the Executive Committee, and shall report at each regular meention his receipts and disbursements since the last prior meeting.

Serve as a member the Magic Valley Gem Club Executive Board

Other duties include by not limited to:

Purchasing the liability Insurance for the Club Show. This is for a three day event. Amount is specified by the provider of the Facilities. The Twin Falls County Fair board requires a 500,000 dollar policy.

Check into a general liability policy to cover accidents and other MVGC Liabilities.

The Club membership may or may not authorize this insurance.

Insure the State of Idaho yearly non profit corporation forms are paid and filed.

Keep current the individuals allow to sign checks on the bank account.

Keep current on the Safe deposit box if one is available.

Instructions for Treasurer

1. Get the proper signatures set up on the Bank Account.
2. Pay all bills that are given you, if they are in the preview of the budget.
3. If you pay a bill that is not in the budget, or if you are unsure of, Contact the President and use the special form for such payments.

4. Make deposits in the bank of all monies given you. All money receipts come through the secretary. If you receive any money that did not come from the Secretary, she must be informed, for her records.
5. Balance the check book/bank statement every month. In check registers keep as much detail as possible for budget information.
6. Prepare a budget sheet for each month.
7. Make a report to the membership at each meeting, if you are unable to attend the meeting, speak with the President or the Secretary and give them the information so they can report.
8. Show Duties:
9. Prepare (start up) money envelopes, one for Saturday and one for Sunday for each concession, Entrance, Wheel of fortune, Grab bags, Silent Auction and Grand Prize. \$10.00 in change (Quarters) each. Entrance will need \$50 mostly in ones and fives
10. You will need total ticket sales each day and income from each concession each day and totals.
11. Each morning of the Show deliver to each concession, their money envelopes for the day.
12. Each evening collect the money envelopes from concessions and ticket count. (keep everything separate
13. Make sure all TAX PERMITS for the Club and Dealers are on the Premises for each day of the Show. If the State official should come in and ask to see these papers and we can't produce them we are open to fines and or loss of our permits to put on the SHOW. Leave in the cash box at Welcome Table.
14. After the Show is over.
15. Count the money. Ask the Secretary or some other Club member to count with you. (Your Protection)
16. Deposit the money in the Bank. Be sure the "startup concessions monies" are banked separately.
17. Prepare Show Report/ per form. (One copy for your records, one to president and one to Show Chairman
18. Give the Show report orally to the membership at the next regular meeting.
19. Prepare, pay and send the SALES TAXES to the State of Idaho on the quarterly form.
20. Prepare and pay the Federation Dues (The president and Secretary will help with this,)
21. End of year (Audit by Executive Board)
22. Prepare a profit and loss Report
23. Provide information to the President who must submit a proposed budget for the next year.
24. The president will give you a detailed actual and next years proposed budgets. Give information and Council as to income, costs and increases you noted.
25. Keep detailed records and physical records for the Club.