

Duties of the Treasurer Friends of Chelsea District Library

This individual is a member of the Board of Trustees for the Friends of the Chelsea District Library (FCDL) and a member of the Used Book Sale (UBS) Task Force. The Treasurer's duties can be completed in approximately 4-8 hours each month. This position reports directly to the President.

Duties include, but are not limited to:

1. Attend all board meetings, UBS Task Force meetings, the annual meeting and Friends' sponsored events when possible; Bring check book & check request form to Board Meeting
2. Prepare monthly Financial Report–Excel and book sale data report. Present at monthly meeting.
3. Check Friends Box – (Weekly or as needed) for statements, checks received and check requests for reimbursement.
4. Friendly Book Cart Funds – (Weekly or as needed) Pull money from items sold and balance to enclosed sheet – leave \$50 for change; \$28 of ones; \$2 of quarters and \$20 of Fives (Friends Bag stored in Circulation Staff Office.)
5. Make timely deposits at TCF Bank
6. Pay all Vendors in a timely fashion.
7. Reconcile bank statements (TCF Checking & Saving accounts monthly)
8. During book sale week – withdraw \$460 for book sale; drop off by Wednesday/Thursday of book sale week – stored in Circulation Staff office for Sale Saturday (\$50 – ones, \$200 in Ten and Five Dollar Bills each and \$10 in change)
9. Update membership list as needed
10. Email new member information to Assistant Library Director, President and Friends Membership Chair.
11. Complete e-postcard – file after Feb 28th (the Friends will have to pay federal income tax after we earn greater than \$50,000 per year)
12. Complete non-profit corporation info update – ID number 70072D Due Oct 1st
13. Prepare and submit annual return for sales report and enter Annual information – Michigan Treasury Online (MTO), pay online (Complete by Jan 12 for discount; Annual return due by Feb 28)

14. Preparation of the Friends Annual Budget - usually in November.
 - A) Receive the Chelsea District Library's "wish list" for program support (October) from the Library Director
 - B) Work with the President and the library director to formulate donation distribution
 - C) Review and revise budget needs and performance to budget as required
15. Perform other duties as assigned by the Friend's board.

Reviewed: August 27, 2019

Revised: August 28, 2019

Approved: September 9, 2019