

KCYM JOB DESCRIPTION

TREASURER

2025-2026

Job Description: The Treasurer shall collect all fees, dues and funds from whatever source, collected in the name or under the auspices of the Club. She shall be assisted, when necessary, by the Assistant Treasurer and the Director of Finance. Being bonded, she shall make disbursements of such funds as have been duly authorized. She shall keep the accounts in books belonging to the Club and shall deposit all funds only in federally insured institutions. The Ways and Means Committee is under her directorship.

List of Duties:

1. **AUTOMATIC: Chairman:**
2. **AUTOMATIC COMMITTEES: Member of:** a) Audit Committee; b) Board of Governors; c) Budget Committee; d) Finance Committee; e) Philanthropic Trustee; f) Ways and Means Committee
3. The month of April shall be considered a transition period, during which time the outgoing Treasurer shall meet with her successor for training purposes.
4. The outgoing and incoming Treasurers shall meet and transfer books in order for the incoming Treasurer to begin her duties effective at the Installation Day Tea in May of the new Club year.
5. She shall collect and take charge of all routine fees, dues and funds from whatever source collected in the name of or under the auspices of the Club. She shall be assisted whenever necessary by the Assistant Treasurer. Monies for special philanthropy benefits shall be handled under the committee established for said benefit.
6. She shall keep all accounts in books/computer belonging to the Club. She may use her personal computer to access on-line accounts associated with the Club.
7. In case of death, disability or resignation of the Treasurer, that power and duty of office shall succeed to the Assistant Treasurer until such time as the disability shall be removed or a new Treasurer is elected. Signatures of the President, Director of Finance, and Treasurer and Assistant Treasurer shall be on file with the banks, and each shall have the ability to sign checks, if necessary. The Treasurer is responsible to sign the bank signature card for the Treasurer only.
8. She shall prepare a monthly Treasurer's report and present the most current one at each Board of Directors and Business Meeting. The treasurer's reports shall include the balances of our 4 bank accounts (clubhouse preservation, money market, checking and PayPal). Additionally, the treasurer shall report upon the state of the club's finances: income & revenues, budget reviews, cost overruns and/or unusual financial issues etc. to the Board of Directors as she deems necessary.

9. She shall report on all checks that are over \$500 that are unbudgeted and unexpected. Checks that can be excluded from this report are:
 - checks that simply “pass through” the KCYM account to pay for social events, luncheons and programs.
 - standard payments: insurance checks, accounting fees, and taxes if within the budget.
10. Copies of paid bills or receipts shall be attached to check request cards and given to the Assistant Treasurer for the semi-annual audit.
11. Bank statements and bank reconciliations shall be given to the Assistant Treasurer for the semi-annual review.
12. She shall be allowed to pay the utility/ club house bills at any time during the year to avoid penalties. No check request card is needed.
13. All other Club bills paid must be presented to the Treasurer with a signed check reimbursement form by the Director of the budget area under which the purchase falls or via email from the Director. Deposits requested for the Fall Party or Mistletoe (venue/band/ DJ/caterer etc). must be approved by the Board of Directors and must not be made without a contract from the venue signed by the President and Director of Administration.
14. The President and Director of Finance shall have keys to the safety deposit box and they alone shall have access to it.
15. She shall inform all persons handling funds of the manner to request checks, pay bills and keep books. Those handling funds are expected to track their spending, however upon request, the treasurer shall provide any reports necessary to assist their efforts to monitor club spending.
16. She shall keep current the Treasurer’s procedures manual detailing Kansas City Young Matrons’ bookkeeping methods in accordance with the Budget & Finance Committee’s recommendations and generally accepted accounting practices.
17. An outside source shall review the books each year as approved by the Board of Directors. The Treasurer shall provide information as requested by the auditor.-Most data are on-line and interactions are primarily via email and phone calls.
18. The immediate past Treasurer, the current Treasurer, the immediate past Director of Finance and the Accountant shall work together in preparing the Year End Compilation.
19. A 1099 Form must be completed by the accountant for any non-corporate entity paid over the amount of \$600 in a calendar year (January – December) for service performed. Services Only: (i.e.) maintenance, cleaning, setup, legal, etc. Not tangible items such as lunches, new A/C units when services are only a small component of the purchase price. NOTE: Books from previous

year will need to be referred to, since this is by calendar, not Club year. Have all non-corporate providers complete a W-9 Form (for tax ID use) as soon as possible.

- 20.** She shall serve as the liaison to the Board of Directors for the Ways and Means Committee.

rev: 8/10, 4/11, 3/2013, 12/2013, 3/2015, 3/2018, 3/2020, 3/2024, 3/2025

KCYM TIMELINE

TREASURER

2025-2026

April

- Meet with your Successor to explain their new position. Review Blue Book and Working Notebook with your Successor.
- Attend Incoming/Outgoing Board of Directors' Meeting.
- Year-end reports to Directors: Reports that show Fiscal YTD Spending compared to Budget. (Due last week of April)

May

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Attend Installation Day Tea
- Present Final Report at Installation Day Tea
- Attend Joint Board of Directors' Meeting (JBOD)
 - Submit report: Report on Current Bank Balances
- Bank signature cards signed by Treasurer.
- Pay Bills & Issue Reimbursements / Make Deposits (Dues & Donations)

June

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Attend BOD meeting; submit reports:
 - Report on Current Bank Balances
 - Report on Dues receipts / State of our Income vs. Budget
- Pay Bills & Issue Reimbursements / (Dues & Donations)

July

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Attend BOD meeting; submit reports.
 - Report on Current Bank Balances
 - Update on Dues Status if it is significantly different from June
- Pay Bills & Issue Reimbursements

August

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Pay Bills & Issue Reimbursements / Make Deposits

September

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Attend JBOD meeting; Submit reports.
 - Report on Current Bank Balances
 - Report on Current Spending: Utility Bills, anything unusual ONLY if Necessary – this is a long meeting, no need to add to it!
- Pay Bills & Issue Reimbursements / Make Deposits
- Attend Reassembly Day Tea.
 - Report on Current Bank Balances. This is the Presidents Report on the half year so the Treasurer Report is SHORT.

October

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)

- Email Trend Reports: Fiscal YTD Spending compared to Budget. Due BEFORE BOD meeting. (Now that the club year has begun in earnest, this report becomes important to all the Directors & Chairs)
- Attend BOD meeting; Submit reports.
 - Report on Current Bank Balances
 - Mid-year Report on Spending vs. Budget. Report on any financial issues that have “cropped up” such as unexpected costs or unbudgeted expenses.
- Attend Civics/Honoring Day Program (if possible)
- Pay Bills & Issue Reimbursements / Make Deposits
- Prepare for and attend Fall Audit
- Attend Business Meetings; Submit report from BOD meeting including their input.

November

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Email Trend Reports: Fiscal YTD Spending vs. Budget. Due BEFORE BOD meeting.
- Attend BOD; submit reports.
 - Report on Current Bank Balances
- Attend Business Meetings; Submit report from BOD meeting including their input.
- Pay Bills & Issue Reimbursements / Make Deposits

December

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Email Trend Reports: Fiscal YTD Spending vs. Budget. Due BEFORE BOD meeting.
- Attend BOD; submit reports.
 - Report on Current Bank Balances
 - Report on Cash Flow. After most programs, social events and Ways & Means have taken place, where do we stand? Can we consider moving money to Club House Preservation. Have we enough to cover 2 years of operating expenses in MMkt & Ckg?
- Attend Business Meetings; Submit report from BOD meeting including their input.
- Pay Bills & Issue Reimbursements / Make Deposits

January

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Email Trend Reports: Fiscal YTD Spending vs. Budget. Due BEFORE BOD meeting.
- Attend BOD; submit reports.
 - Report on Current Bank Balances
- The accountant -prepares and mails 1099s for vendors paid over \$600 (not corporations, only individuals and LLCs)
 - Get any missing W-9's from vendors that we paid over \$600 and forward to the accountant
- Provide Detailed Reports to Directors for Budget Planning as needed. Often, the monthly trend reports will suffice.
- Attend Business Meetings; Submit report from BOD meeting including their input.
- Pay Bills & Issue Reimbursements / Make Deposits

February

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Email Trend Reports: Fiscal YTD Spending vs. Budget. Due BEFORE BOD meeting.
- Attend BOD; Submit reports.
 - Report on Current Bank Balances
- Attend Business Meetings; Submit report from BOD meeting including their input.
- Pay Bills & Issue Reimbursements / Make Deposits
- Budget meeting – assist Assistant Treasurer

March

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Email Trend Reports: Fiscal YTD Spending vs. Budget. Due BEFORE BOD meeting.
- Attend BOD; Submit reports.
 - Report on Current Bank Balances
- Attend Business Meetings; Submit report from BOD meeting including their input.
- Review your job description and timeline as requested by the President-Elect.
- Assist with club Commitment Day as requested. Decorate Treasurer Table for CCD.
- Pay Bills & Issue Reimbursements / Make Deposits
- Turn in Blue Book as requested.

April

- Reconcile Bank Accounts (Money Market, Club House Preservation, Paypal & Checking Accounts)
- Email Trend Reports: Fiscal YTD Spending vs. Budget. Due BEFORE BOD meeting.
- Attend Incoming/Outgoing BOD Meeting; submit reports.
 - Report on Current Bank Balances
 - Report on Spending versus Budget. Did we stay on track?
- Prepare for and attend Spring Audit
- Pay Bills & Issue Reimbursements / Make Deposits
- Meet with your successor

Fiscal year ends April 30th

Rev: 3/2013, 12/2013, 3/2018, 3/2020, 3/2022, 3/2024, 3/2025