



### **DWC Treasurer**

The Treasurer shall be responsible for the collection and disbursement of all funds of the organization in accordance with the regulations established by the Executive Board and set forth in Standing Rules.

Areas of responsibilities include but not limited to:

- Annual registration with FDACS (Florida Department of Agriculture & Consumer Services) for Florida State Solicitation of Contributions
- File taxes annually
- Pay fees to outside organizations, as directed by the Executive Board
- Prepare and present monthly financial statements which include:
  - Balance Sheet with breakdown of current Assets, Liabilities & Net Assets
  - Profit & Loss Statement which details incoming and outgoing cash flows for the month
  - Copy of the monthly bank statement or screen shot that shows the bank balance, which should correspond to assets shown on Balance Sheet +/- uncleared items if applicable

The Treasurer shall be advisor to:

- Family Assistance Fund
- Fisher House
- Sponsorship Task Force “STF”
- Budget and Finance

The Treasurer shall on a regular basis:

- Follow up with Chairs (as listed above)
- Offer assistance to them as needed
- Ensure they are fulfilling their duties and responsibilities

When membership annual dues payments are received, the Treasurer will communicate as follows:

- For membership renewals, she will advise the Membership Chairs by email and cc the President
- For new members, she will scan the Membership application and send it by email to the Membership Chairs, Corresponding Secretary, Newsletter Chair, and cc the President. She will also review the Areas of Interest that were checked on the Membership application and send a copy of the application to the appropriate Governing Board Chairs.