**ROTONDA WEST NEIGHBORHOOD WATCH**

**JOB DESCRIPTION: TREASURER**

**INITIAL REQUIREMENT**: Handle all financial duties for the Rotonda West Neighborhood Watch.

**Procedures:**

1. Obtain checkbook and other asset documents from previous treasurer as soon after February 1st as possible.
2. Inform the Bank of any changes to our officers, authorized signers for the accounts, and process necessary papers to facilitate these changes.
3. If a new checking account is to be established, it must have Board approval. Two signatures of the following four officers are required to open the account – President, Vice-President, Secretary, and Treasurer.
4. Each check must be written and signed by the Treasurer or the authorized signers.

**CHECKING/SAVINGS ACCOUNTS**

1. Maintain the account in an orderly efficient manner.
2. Make deposits as soon as possible.
3. Reconcile bank statements immediately upon receipt.
4. Resolve any discrepancies with the Bank as soon as possible.
5. Secure Certificates of Deposits when needed.

**REPORTS:**

1. Prepare a monthly and annual report reflecting all income, disbursements, and beginning and ending balances in detail.
2. Income and disbursements must be itemized.

**MAIL**

1. Pick up mail at assigned Placida Post Office 691 weekly.
2. Upon yearly renewal notice of PO Box rental, write a check payable to U.S. Postmaster for the prescribed amount.

**SOLICITATION LETTER**

1. Assist with the development of a solicitation letter when needed, utilizing the Solicitation Procedures folder.
2. Record name, address, and amount of each donation, check #, and bank ID on a control sheet, kept for six months, destroying after six months.
3. Deposit checks as soon as possible.
4. Maintain an accumulated balance of the contributions and include in the monthly report.
5. In order to keep the chain of custody, ONLY the Treasurer obtains the mail from the PO Box and verifies the donor currently lives or owns property in Rotonda West.

REV 10/12/2021tsl