

## California Alpine Club

### **Volunteer Positions**

Updated by:

#### **Alpine Treasurer**

Under the general direction of the Lodge Trustees, the Lodge Treasurer performs a variety of tasks in general areas of accounting, financial planning and reporting.

Work closely with trustees in developing the annual operating budget, lodge improvement plans and longer range capital investments.

The Lodge Treasurer will work with Alpine trustees and Hosts to enable financial planning and ensure accurate accounting of funds

Desired qualifications: Financial background as a bookkeeper or accountant; or a combination of experience and financial training. The Alpine Treasurer must be organized and dependable; have the ability to interact with a variety of club volunteers, Trustees, members, suppliers; exercise sound judgment; and work independently.

Alpine Lodge has a strong foundation within the Trustee base. Current and prior trustees, as well as the CAC treasurer have always been supportive. We thank you for your service to the club.

#### Specific duties and responsibilities

- Disburse and receive funds from lodge activities; process deposits and pay lodge bills.
  - Review trails calendar and follow up on missing Hosted rental reports
- Review/audit reports for rental events (hosted, spontaneous, private) for completeness; post results and file as backup information.
- Review and post paperwork from semi-annual events (work parties, Host training)
- Post monthly activity into Quick Books.
- Reconcile bank account monthly.
- Prepare and submit quarterly Alpine financial statements
- Submit transactions and reconciliation to CAC designate for financial review (you will receive an email from this person)
- Maintain project tracking spreadsheet for Lodge projects
- Assist in creating, monitoring and updating annual budget.
- Attend monthly trustee meeting (usually a teleconference); monthly CAC meetings are rotated among the Alpine trustees
- Provide occasional back up or assistance to the Finance Committee, which requires a well rounded knowledge in the areas of systems, accounting and income tax receipting.

## Alpine Lodge Treasurer - Annual Items for Financial Calendar

Note: CAC fiscal year follows the calendar year quarters

- April
  - a. Prepare 4<sup>th</sup> quarter financial reports (Mar 30 – FY Q4)
    - i. – you will get an email from CAC treasurer on due date for quarterly reports each quarter
  - b. Prepare and submit quarterly Occupancy tax payment – due by end of month
  - c. Prepare Lodge budget for current fiscal year
- May
  - a. Spring Work Party and Host training events occur – you will receive receipts for expenses for this event
- June
- July
  - a. Prepare 1<sup>st</sup> quarter financial reports - June 30 (FY Q1)
  - b. Prepare and submit quarterly Occupancy tax payment – due by end of month
- August
  - a. CAC treasurer will notify you of the amount for Alpine insurance premium
- September
  - a. Annual trail clearing event occurs – you will receive receipts for expenses for this event
- October
  - a. Prepare 2nd quarter financial reports - Sep 30 (FY Q2)
  - b. Prepare and submit quarterly Occupancy tax payment – due by end of month
  - c. Fall Work party event occurs – you will receive receipts for expenditures
- November
  - a. Fall Host training (HTAA) event occurs – you will receive receipts for expenses for this event
  - b. Pay semi-annual property tax installment (due first week in Dec)
- December
- January
  - a. Prepare 3<sup>rd</sup> quarter financial reports - December 31 (FY Q3)
  - b. Prepare and submit quarterly Occupancy tax payment – due by end of month
- February
- March
  - a. Pay Federal Land Use Fee
  - b. Pay second installment of property tax