

California Alpine Club

Volunteer Positions

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CAC Treasurer

The California Alpine Club, established in 1913, is a large and active social club. CAC is also a state of California non-profit corporation and an all volunteer-run organization ... without your help we would cease to exist! • Because volunteer leadership changes on a regular basis these Volunteer Position documents are not meant to be a set of rules, rather they are “best practice” guides; a collection of vital information for new incumbents written by the experienced and meant to be updated from time to time by you to reflect reality. Call it institutional memory; it is our memory. Thank you for your service!

The CAC Treasurer shall:

Familiarize yourself with the CAC website at <http://www.calalpineclub.org>. Help to ensure that all Web-published information regarding and/or affecting your position is kept up-to-date.

1. Keep an accurate record of the collection and disbursement of all club monies, posting deposits and disbursements with a breakdown of categories.
2. File all receipts and deposits in separate folders.
3. Receive all funds and deposit them in accordance with proper procedure.
4. Promptly pay all properly approved bills, which are submitted by approved persons for payment.
5. Reconcile all bank statements in a timely manner.
6. Provide a financial report quarterly, or at such other times as the Board of Directors shall direct.
7. Transfer Life membership funds to the account designated for such.
8. Postal Box Rental is due in September each year.
9. At the end of July, send all accumulated CAC Foundations monies from dues submissions to the Foundation and any thereafter.
10. Quarterly reports are entered into the Excel CAC Workbook format.
11. CAC Treasurer shall deliver all Club Property and files to his/her successor.

Duties of New Treasurer:

Obtain change of signatures and addresses for all bank and financial accounts. The Minutes of the meeting recording the election of new officers, in addition to new officer signatures, is needed for changes to the American Century account. CAC Treasurer and Lodge Treasurers are members of the Finance Committee.

CAC Treasurer - Annual Items for Financial Calendar

- **April**
 - a. **Prepare consolidated financial reports for March 31 (FY Q4)**
 - b. **Update UBI calculations on an interim basis.**
 - c. **Prepare CAC budget for current fiscal year**
 - d. **Pay Insurance premiums for current fiscal year**
 - e. **Pay prior fiscal year Alpine Use Fee per resolution 6B - \$6,000**
- **May**
 - a. **Send prior year financials to CPA for tax preparation**
- **June**
- **July**
 - a. **Prepare consolidated financial reports for June 30 (FY Q1)**
 - b. **Provide prior fiscal year's dues collected at July BoD meeting**
 - c. **Provide budget data, improvement plans, and reserve numbers for future years to the board and finance Committee**
 - d. **Determine if dues increase needed (support to FC)**
 - e. **Calculate dues distributions options, send to FC**
 - f. **Send CACF contributions from dues campaign to CACF**
- **August (no board meeting)**
 - a. **Receive membership report from club registrar**
 - b. **Calculate dues distribution options, send to FC**
 - c. **Bill Lodges for Insurance (property and liability)**
 - d. **Annual report on web site, article in September Trails**
 - e. **Fed and State Income taxes due August 15**
- **September**
 - a. **Board Approve Dues Distribution**
 - b. **Board Approve Dues change (if any)**
- **October**
 - a. **Prepare consolidated financial reports for September 30 (FY Q2)**
 - b. **Update UBI calculations on an interim basis.**
- **November**
- **December (no board meeting)**
- **January**
 - a. **Prepare consolidated financial reports for December 31 (FY Q3)**
 - b. **Update UBI calculations on an interim basis.**
- **February**
- **March**

**Thank you for serving as CAC Treasurer, Board of Directors
and for making our club stronger!**