

TREASURER & FINANCE COMMITTEE

Function Statement

October 2012

DUTIES OF TREASURER

1. Keeps all financial records, and makes timely reports to the board.
2. Pays all bills; balances monthly bank statements; manages investments at the direction of the board.
3. Files Federal Forms 1099 and State Sales & Use Tax Return for each calendar year; RRF-1, (Ca Attorney General's Registry of Charitable Trusts), IRS Form 990, and CA Franchise Tax Board Form 199, for each fiscal year; Form SI-100, CA Secretary of State, biennially, by the end of March.
4. Chairs the Finance committee.

FINANCE COMMITTEE

1. Considers fund raising ideas and develops fund raising programs.
2. Considers requests for funds over a certain amount (current minimum determined by board), and recommends action to board.(Any non-budgeted expenditure over the established minimum must be first presented to the finance committee, which will discuss it and make a recommendation to the board, which will then vote on it.)