

Friends of the Cape Coral Library

TREASURER

Roles & Responsibilities

- Pay bills, invoices, and reimbursement requests on a timely basis; record payments and deposits in check register and update Quicken app; download bank account and credit card statements.
- Transfer PayPal funds (from FOCCL website activity) to bank checking account, update Quicken app, provide transaction detail to Membership Chair. Use weekly eBay transaction reports to update Quicken app for funds transferred from PayPal/eBay.
- Attend Board Meetings, (6/year), General Membership Meetings, (5-6/year), and any special meetings that may be called by the President.
- Provide report for Board Meetings containing detailed YTD Income Statement along with bank account balances. Provide report for Membership Meetings containing summary of YTD Income, Direct Library Support and All Other Expenses.
- Maintain corporate laptop and purchased software, and business email account setup specifically for Treasurer.
- Manage cashbox, count and deposit money during two Book Sales per year (3 days/sale).
- Submit financial records to Financial Review Committee appointed annually by President; attend review meeting held in February or March.
- File annual tax schedules as required by the IRS and State of Florida, report completion to the Board.
- Schedule annual Budget Development Meeting in October for review and approval of proposed budget at November Board Meeting. Attendees are Treasurer, Assistant Treasurer, Vice President and the two Coordinators.
- Prepare annual report for Lee County Library Admin. in October, total income and total disbursed for Direct Library Support for the fiscal year ending September 30.
- Provide training to Asst. Treasurer as necessary to perform duties in Treasurer's absence. Work to resolve any issues that arise of a financial nature.

ASSISTANT TREASURER

Roles & Responsibilities

- Learn duties of Treasurer to provide absence coverage.
- Reconcile bank statements to financial records.
- Assist Treasurer as required to compile reports for meetings and other requests.
- Attend Board and Membership meetings as voting Officer of the Corporation.
- Participate in annual Financial Review (Feb) and annual Budget Development (Oct).

Jan. 24, 2022