

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 software; download bank account and credit card statements.
- Transfer PayPal funds to bank checking account, update Quicken, provide transaction detail to Membership Chair. Use weekly eBay transaction reports to update Quicken for funds transferred from 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 financial information. Provide report for Membership Meetings containing summary of YTD financial information.
- Maintain corporate laptop and purchased software, and email account setup specifically for Treasurer.
- Manage cashbox, count and deposit money during two Book Sale events 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).