

Branch Treasurer Position Description

Position Purpose:

The Treasurer is the Financial Officer of the branch, a corporation under the laws of the State of California, and serves on the Branch Executive Committee.

Primary Responsibilities:

- Serve as an Officer of the Branch and a member of the Branch Executive Committee.
- Open Branch bank account, including accounts for the Branch committees in need of separate accounts, shall be authorized and controlled by the Branch Treasurer or Big Sir with the approval of the Branch Executive Committee.
 - Approval shall be recorded in the BEC minutes and kept on file with the Branch Secretary and Branch Treasurer as long as the account is active.
 - Any Branch account shall be in the name of the Branch or its committee, such as "SIR Reynolds Branch 1" or "SIR Reynolds Branch 1 Golf Committee" account.
 - Members authorized to sign checks for the account(s) shall be specified in the BEC minutes along with a list of any members to be removed. A copy of these BEC minutes shall be provided to the bank of appropriate financial institution.
 - A copy of the Branch Articles of Incorporation shall be provided to the bank along with the Branch federal identification number, known as the Employer Identification Number ("EIN") that is assigned by the IRS. This information is contained in local Branch files and/or on the SIR Website under SIR Documents - Organization Information - Branch EIN Numbers.
 - Banks and Savings and Loans used by Branches shall be fully insured by FDIC, or in the case of Credit Unions, the National Credit Union Administration (NCUA).
- All money received or collected by or on behalf of the Branch shall be held in the custody of the Branch Treasurer.
 - He shall deposit all such money in the name of and to the credit of the Branch with such depositories as may be designated by the Big Sir or the Branch Executive Committee.
- Disburse, from Branch funds, the amount required to pay the pro rata assessment determined each quarter by the State Treasurer. Quarters start January 1, April 1, July 1, and October 1. The amount assessed shall be paid no later than the 15th of the first month in the quarter for which the assessment applies.
- Disburse, from Branch funds, such other amounts necessary to defray the expenses of the Branch upon approval of the Big Sir or Little Sir.
- Collect voluntary contributions and or dues.
- Assist the Luncheon Coordinator in reconciling the receipts and expenses.

- Keep an accounting of all financial transactions with sufficient detail for BEC approval and auditing.
- Maintain a ledger (paper or combined with computer tool) of all transactions and associated check numbers with these transactions.
- Reconcile the Branch checkbook and ledger against monthly bank statements.
- Collect all financial information for the year-end audit and make it available to the auditors.
- Submit by the 10th of each month, a completed Form 28- Monthly Cash Report as of the end of the previous month including the total number of Active Branch members reported at the BEC meeting for the previous month in accordance with Form 28's distribution instructions.
 - Form 28 does not need to be approved by the BEC prior to distribution nor does the checking balance shown on Form 28 need to be confirmed with a bank statement dated later than the end of the previous month.
 - The December Form 28 is to be distributed to the new Officers as well as the previous year Officers. (Revised 11/9/10)(6/4/13)
- Make Recommendations to improve Branch's fiscal condition.
- Back up electronic financial records during the year so information will not be lost.
- Perform such additional responsibilities and perform such other duties as may be prescribed by the Big Sir or the Branch Executive Committee.

SIR Leader Expectations, Skills and Knowledge Required.

- Has an understanding of accounting and bookkeeping.
- Knows how to use a checkbook to write checks; and to record receipts and expenditures.
- Knows how to balance a bank statement.
- Knows how to maintain a financial Notebook or Ledger (either paper or computer).
- Can use email, Word, and Excel (or their equivalents) effectively.
- Works to demonstrate the SIR Leader Valued Behaviors.

Tools Needed:

- Has a computer with tools that supports Printing, Email, Word, Excel, and creation/viewing of PDF files. (or equivalents in MAC world or Open Office)
- Has Email capability sending and receiving large attachments.

(Updated 2/28/19 P&P Committee)