

Treasurer

Quick Start Guide & Pointers

Important Dates/ Deadlines

Monthly	Attend each Network Event and Governing Board Meeting
Quarterly	New Member Orientations Financial Check Ups due
July/August	Network President Elect attends Network 360 in Chicago
August 15	Annual Network Elections completed
October 1	Deadline to submit Network Certification Report to National
October 30	Annual Network Business Planning completed
November 1	Deadline to report newly elected officers to National via Local Network Reporting Form.
December 31	Network Installation of New Governing Board to have been completed
March 31	National deadline to renew members for current year.
April 15	Deadline for State and National Taxes

Treasurer Duties:

Attend all your network's Events, Board Meetings, and State Conferences. Attend all position specific trainings/check ins with your State Line via Zoom.

Collaborate with the President and Governing Board to create a budget for the year

Familiarize yourself with Bill Highway to run up to-date financial reports, paying invoices, reimbursements and and creating a budget.

Make an appointment with your bank to have all signatories transferred by **Jan. 1st**

Submit the Quarterly Financial Check Ups to the State Treasurer

Ensure your Network's D&O and Liability Insurance is current for your current year

Send out your network's electronic reimbursement/expense form to each Board Member with a reminder to include receipts

Be prepared to run a current treasurer's report , budget vs. actual, for each board meeting or upon request from your Network President



Invoice Strategic Partners (new and renewing)

Maintain accurate records for audits, and quarterly financial checkups: YTD budgets and bank statements.

File Federal AND State Income taxes (990/199) early in the year for the previous year. .

Store all financial documents (including proof of Income tax filing and raffle registration/reporting) in your network's cloud-based storage

Submit your network's raffle registration to the AG for Sept. 1 of this year to August 31 for next year. Use form CT-NRP-1. See www.oag.ca.gov/charities/raffles.

Submit your network's Raffle Reporting to the AG before Sept. 1st. Use form CT-NRP-2

Read the Roadmap for Network Leadership emails from National

Other duties as requested from your President: monitor payments on Eventbrite, assist at event registration, process credit card payments, assist with Ways and Means, etc.

Resources:

Women's Council California website	www.wcrca.org
Women's Council National website	www.wcr.org
Women's Council National, Facebook	www.facebook.com/wcrfans
Women's Council California, Facebook	www.facebook.com/wcrca
Roadmap for Network Leadership, Council Corner and State Newsletters	Electronic communications from Women's Council, California and National
Network Bylaws	President to always have an updated copy available for reference
Resource Guide	Network Tools Tab at wcr.org
Network Standing Rules	All officers can obtain from President or from shared online storage (Dropbox, Google Docs, etc.)