

### Tasks and Procedures for 501c4 Treasurer

Month	Task	Task	Task	Task
<b>September</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
<b>October</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
<b>November</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Make payment to AHT Insurance, which is due in December	Process and Deposit membership dues	Great Decisions – Order books, etc. using branch debit card. Work with GD Chair to determine numbers, etc. Remind Chair to have the group send a donation for the use of the library. Maintain Check Payment and Deposit Register
<b>December</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
<b>January</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Receive Great Decisions Books and give them to the Great Decisions Chair.	Process and Deposit membership dues	Maintain Check Payment and Deposit Register
<b>February</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit membership dues	Maintain Check Payment and Deposit Register
<b>March</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Work with Board President to Prepare yearly Budget for the Executive Board	Process and Deposit membership dues	Maintain Check Payment and Deposit Register
<b>April</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Present yearly Budget to the Executive Board for final presentation for membership vote.	Process and Deposit membership dues	Maintain Check Payment and Deposit Register
<b>May</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Present yearly Budget at Membership Annual Meeting for discussion and vote.	Work with Membership Chair to send out email for membership renewal for dues. Process and Deposit new and renewal membership checks.	Maintain Check Payment and Deposit Register  Do 990-N or have AAUW do it (Taxes) (Can have AAUW do it on website)
<b>June</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit new and renewal membership dues	Make check to Acton Public Library for our donation for use of the library along with a thank you letter. Maintain Check Payment and Deposit Register
<b>July</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual	Review bank account signatories and change if new incumbents.	Process and Deposit new and renewal membership dues	Maintain Check Payment and Deposit Register
<b>August</b>	Treasurer's Report – Prepare Monthly Report and Budget vs Actual		Process and Deposit new and renewal membership dues	Maintain Check Payment and Deposit Register
<b>Other</b>	Input any new members and Shape the Future members in the AAUW system. Reimburse members for purchases they made-i.e. hospitality, membership; rental for OS Pavilion; etc. Make checks for Honorariums when requested for speakers. Acknowledge donations with a thank you note. (Transfer monies from PayPal into our account.)			