

ESP Treasurer Responsibilities and Timeline

Monthly / On-going

- Maintains appropriate logs and/or ledgers of checking and money market accounts.
- Deposits checks in a timely manner
- Assures outgoing checks are supported by approved invoice or receipt
- Receives and reconciles bank statements
- Prepares Monthly Treasurer & Budget to Actual Reports for the Board members
- Sends IRS letters to donors as the checks are received or donations made on ticket tailor. Maintain logs of the letters sent with dates. Minimally sends out required tax thank you letters for all donations over \$250.
- Transfers monies from website donation received from PayPal into our bank account. Sends an IRS letter / thank you note.
- Responds to any website "contact us" questions.
- Provides tax determination letter and/or W9 to anyone that requests it.
- Money market interest rate expires every three months. Record date scheduled to end and renew before expiration date.

July

- Provides 1st payment of scholarship checks to the recipients
- Obtains photo releases for newspaper, social media publication
- Files the Federal 990-N tax reporting documents between July 1st and November 15th
- If leadership positions (chair and/or treasurer) have changed notify the bank and set up an appointment to manage bank account signatories.

September

- Collaborates with Fundraising Chair to evaluate technology and process alternatives to simplify and improve guest registration, donor records management and communications, event management, and financial record keeping. Monitors progress with online registration system to assure required results are achieved.
- Participates in establishing revenue goals by income-type
- Cancels current zoom account and registers new Zoom 501 (c) 3 account. Obtains additional licenses for anyone that needs one

November

- Pays annual insurance premium
- Provides financial input for Book Author Luncheon ticket pricing.

January

- Provides 2nd payment scholarship checks to the recipients as directed by scholarship committee
- Sends email and link to online reservation system to prior year's BAL guests (members & nonmembers).AL -Monitors reservations and guest communications in online registration system
- Tracks BAL Sponsors, In-Kind Donors and individual Donations pending decisions in Excel or potential Donor Management system

February

- Registers students for NCCWSL, pays fees and provides transportation funds.
- BAL - Track Reservations, Sponsors, Financial Donations (pending decisions on software)

March

- BAL - Tracks Reservations, Sponsors, Financial Donations (pending decisions on software)
- Pays Saybrook Point Inn for the Book Author Luncheon based on # attending
- Two (2) weeks before luncheon sends out reminder letter with auction item lists thru online reservation system
- Sends reminder email to attendees with event, program schedule, check-in procedures. list of chance and silent auction items.
- Sets up payment procedures for book purchases, silent auction items, raffle tickets.
- Schedules training for those processing payments using Square software at BAL luncheon
- Monitors sponsor payments and communicates with sponsor chair about received/outstanding payments.
- Sends IRS tax-receipts to sponsors, individual donors and large auction item donors
- Monitors registration platform transaction charges and fees.
- Tracks all BAL financial data in collaboration with the BAL chairperson
- Draws check for honorarium payment. Pays authors
- Assures donor thank you, tax receipt and post-event results are made to sponsors (three communications)

April

- Provides support to the individuals responsible for handling charges at the BAL
- Pays Harbor Books for books for luncheon
- Pays all Book Author Luncheon expenses
- Prepares Financial Summary for the Book Author's Luncheon
- Pays deposit for Book Author Luncheon to Saybrook Point Inn for following year

May

- Prepares budget
- Determines author honorarium criteria with BAL and Author chairs for following year BAL

June

- Completes the Annual Report to Connecticut