



Roseville Coalition of Neighborhood Associations

POLICIES AND PROCEDURES—ADMINISTRATION

Duties of RCONA Treasurer

The Treasurer shall keep and maintain the financial records, ledgers, and bank account(s) in accordance with accepted accounting practices as outlined in the Policies and Procedures of RCONA. Those duties include, but are not limited to, the following:

1. Have custody and charge of, and be responsible for, all funds and securities of the Corporation and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board.
2. Keep and maintain all records related to maintaining the fiscal status of the Corporation, including:
 - A. Bank account correspondence, invoices, and
 - B. Originals or copies of receipts for authorized expenditures or reimbursements;
 - C. Prepare an annual budget, in collaboration with President and Budget committee.
3. Ascertain that all transactions are in the approved format and in compliance with RCONA Policies and Procedures. The following members are authorized as signers for RCONA checks: the President, Vice-President, or Treasurer. Coordinate to keep bank cards updated for any designated change of officers.
4. Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions of the Corporation:
 - A. Receive, and give receipts for, monies due and payable to the Corporation from any source whatsoever;
 - B. Disburse, or cause to be disbursed, the funds of the Corporation as may be directed by the Board, taking proper vouchers for such disbursements;
 - C. Coordinate with the Secretary for the issuance of any funds required to comply with the RCONA Official Documentation of Corporation Procedure for annual renewals;

- D. Keep accounts of its assets, liabilities, gains and losses.
 - E. Prepare required information for grant applications, submit to the President for review and to obtain signatures as needed, and complete processing as required.
5. Give a typed report at each monthly meeting showing previous meetings balance, expenditures, receipts and current balance of account. If unable for any reason to furnish a written report, the Treasurer shall give a verbal accounting of prior meetings' balances, expenditures, accounts received, donations, or any other monies spent or received since the previous membership meeting.
 6. Exhibit at all reasonable times the books of account and financial records to any Board member or to his agent or attorney upon request thereof.
 7. Render to the President and Board, whenever he or she or they request it, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Corporation.
 8. Prepare, or cause to be prepared, and certify the financial statements to be included in the annual report to members.
 9. In general, perform all duties incident to the office of Treasurer, and such other duties as may be required by law, the Articles of Incorporation, or by the Bylaws, or which may be assigned to him or her by the president or the Board.

Adopted: August ____, 2012