

AMGA **Treasurer**: Job Description and Timeline-

Responsibilities:

- Maintains the organization's financial records.
- Keeps the BOD informed of all financial matters on a timely basis.
- Prepares a monthly report of income, expenditures, account balances and budget status. Accepts all AMGA funds and deposits in a timely manner.
- Issues checks for all AMGA expenditures in a timely manner ensuring proper receipts are received for expenditures.
- Serves as the primary lead on developing the proposed annual budget. Maintains AMGA debit card.
- Maintains AMGA Paypal account.
- Prepares a year end summary of AMGA financial condition for inclusion in the President's report presented at the annual meeting in January.
- Prepares all necessary documents to satisfy IRS reporting requirements. Has all financial documents and records available for the annual audit committee. **Files tax form 990-N online anytime after January 15.**

Due Date	Task
On-going	Deposit income as received and reimburse authorized expenditures. Provide receipts for 501c3 donations as requested by donors
Monthly	Reconcile bank statements for the AMGA accounts
1st wk of Month	Prepares monthly Treasurer's Report & and Amended Budget Report. Emails reports to Board members for review
2nd Monday	Present monthly Treasurer's Report & of Amended Budget Report at Board Meeting. Advise the Board on financial related issues and how decisions made by the board may impact the organization financially
3rd Monday	Attend Monthly General meetings as needed
November	Provide financial records for Audit Committee
Oct/Nov	Advises and finalizes the budget for the coming year, chair Budget committee if one exists
Dec	Present annual budget to the Board of Directors for approval
May/June	Prepare tax records for submission to IRS by June 1

Revised 4/26