

# Havurah Treasurer Responsibilities

Sonia Kaye

## BANKING

1. Treasurer, President and Vice President sign account authorization form at Bank of the West, Rancho Vistoso Branch, Sun City Blvd.
2. Past financial records and files will be given to the Treasurer to enable smooth transition.
3. All transactions, i.e. ticket sales, reimbursements, invoices, kitchen helper, etc. are by CHECK ONLY.
4. Checks collected at General Meeting and Social Hall sales for events are to be given to the Treasurer as soon as possible and deposited as soon as possible (1-3 days after receipt).
5. The Deposit List is done in Excel or whatever spreadsheet format is available, or by hand. The list is set up to record incoming checks for an event, i.e. brunch, holiday dinner, or party for which tickets are sold.
6. The list of items deposited contains the name of the check writer, check number, amount, number of tickets purchased, notation of guests whether Havurah members or not. The bank deposit receipt is attached to this list and kept on file.
7. Treasurer maintains the Havurah check book, reconciling it monthly with the bank statement received by mail.
8. At the monthly Havurah Board Meetings, a detailed written financial report is given. At the monthly General Meetings, a verbal financial report is given stating the current balances in the Checking Account and the Caring Committee portion of the account.
9. It is highly recommended that all transactions be recorded in Quicken, or other suitable software, which is set up with lists of accounts and categories pertinent to Havurah. Ideally, this format is given to each Treasurer by predecessor so that consistency is maintained and procedures transferred.

## COMPUTER USE

1. Preceding Treasurer will work with new Treasurer (as needed) to help set up systems and formats enabling the continuation of record keeping, files and financial data. This involves use of Excel and Quicken or other suitable software that provides a computerized ledger. Often existing forms can be emailed and incorporated into new Treasurer's computer. If computer use is not feasible, records can be kept by hand.
2. All checks are recorded and debited or credited to specific account categories with notations as needed. This data makes up the monthly reports.
3. Three printed copies of monthly activity reports are produced in time for the Board meeting, with copies given to the President and Recording Secretary. The third copy is retained in the Treasurer's files. The same report can be given at the General Meeting since it occurs only one week later.

Check book and bank statement are reconciled monthly.

4. An audit committee made of up Havurah members is appointed by the President to review Treasurer's records and file a report to the Association in compliance with SCVCAI requirements.

## MEMBERSHIP ROSTER

1. Havurah fiscal year begins July 1. All members must be paid up by December 31. Dues are \$10 per person, check only. New owners or winter renters may join at any time. Dues are not pro-rated.
2. Treasurer generates and maintains the list of members and their status indicating whether their dues are current.
3. Set up as spread sheet in Excel or other application, Membership Roster contains the names, address, telephone number, email address, date dues was paid and number of members for each household . As needed, preceding Treasurer will help with computer set up for this information.
4. The Membership Roster is the basis for the Address String used to communicate with Havurah members as a group and for other administrative purposes.