



## DeColores Treasurer Job Description Summary

The treasurer is responsible for the finances of the organization, which includes depositing funds received, paying bills, and reporting of financial activities to the board. The treasurer should ensure that deposits and bills are processed timely and that the bank account is reconciled monthly. The treasurer will also need to work with other members of the board and the head co-coordinator and head cook on each weekend to distribute funds when needed.

### Treasurer Timeline:

#### Weekly:

- Pick up incoming mail from PO Box
- Pay bills
- Deposit funds received at bank
- Forward other items received in mail to appropriate board positions

#### Monthly:

- Reconcile bank account
- Prepare monthly treasurers report for board meeting – this report should show the beginning bank balance, details of funds received, and detailed expenses

#### Quarterly:

- Send tithes as directed by board

#### Each Weekend:

- Work with head-coordinator: Issue deposit for expenses, expense form (attached Exhibit B), and plan for hand-off of weekend fees collected; Answer questions as needed
- Work with head cook: Issue deposits for food costs and remaining costs as requested, send expense form for tracking; Answer questions as needed.
- Ensure someone is present to collect and count donations at Holy Hour and closing (should be counted and signed by another board member)
- Send donations to Host Churches with thank you letter Pay member dues to National Board (\$2 per candidate on each weekend – this is not currently being done, but may be reinstated)
- Provide reporting to board on costs of each weekend

#### Annually:

- Send donation to Ultreya Host Church (\$100 per year)
- Provide deposit, bills, and bank statements for board audit committee when requested (should be initiated by president)
- File previous year receipts in binder and remove oldest year
- Ensure annual bulk mail fee is paid (will come in January, due by March)

#### End of Term (2 years):

- Pass on records and safety deposit key to new treasurer
- Pass on templates for reports and letters (electronically if possible)
- Go to bank with new treasurer and president couple to update signature cards
- Amend Treasurer Job Description document if needed
- Pass on everything you know

## **Additional Information**

### Mail Received

Mail received in the PO Box should be forwarded as follows:

Weekend Applications – PreDecolores board member  
Renewal Applications – Renewal board member  
Want To Work Forms – Suitcases/Member at Large board position  
Reunion Group Sign-Up Forms – Post DeColores board member  
Merchandise Information – Post DeColores board member  
Returned Mail – Communications board member  
Rector/Rectress Nomination Letters – President Couple

The PreDecolores board member position also has a key to the PO Box and may choose to pick up the applications. It is important to work with this board member to decide the best way to transfer the applications and checks (mailing, scanning and emailing, meeting).

### Weekend Cost Deposit Amounts

The head coordinator should receive a \$100 deposit for weekend supplies and postage and the head cook should receive an initial deposit of \$700 to begin purchasing food items for the weekend. Total food costs should run between \$900-\$1400, so a second deposit will probably be needed. It is best to contact these parties a few months ahead of time to ensure they can adequately prepare for the weekend. You will also need to send an expense form with the deposits and will want to communicate that all receipts must be saved and turned back into the treasurer following the weekend.

### Quarterly Tithing Amounts

DeColores tithes 10% of its receipts to a local charity each quarter. The monthly board reports should show the amount of tithing accrued for each month in the quarter.

### Donation Receipts

According to IRS rules, donation receipts must be issued for all donations totaling more than \$250. Please use the receipt booklet supplied in the materials if needed. Receipts should be issued promptly, especially for year-end donations.

### IRS Form 990

If more than 25,000 in donations are collected in one calendar year, it may be necessary to file form 990 with the IRS. If this occurs, please feel free to contact Krista Koster for assistance with filing this form.



**DeColores Ministries of Grand Rapids, MI**