



## Duties of the Treasurer ~ **DRAFT**

### From the Bylaws (6-29-20)

The Treasurer: The Treasurer shall in coordination with the Finance Committee manage budget and finance responsibilities and shall maintain financial statements including a complete record of all assets, liabilities, and expenditures, maintain custody of all funds and assets of the Council, and report at each Governing Board meeting. See also Article IX.

### Article IX FINANCES

The Treasurer in conjunction with the Governing Board shall develop a written method for keeping the accounting records that complies with applicable local, state and federal laws, which includes generally accepted accounting principles and complies with the Department guidelines. The Governing Board shall provide stakeholders access to all financial records. All records kept by the Treasurer will be available for review by all Stakeholders and the Department. Funding requests and audits will require two (2) signatures including the Treasurer and one (1) other member who has completed the Department Treasurers' training. The Treasurer shall attend and participate in all finance meetings called by the Finance Chair. Failure to perform these duties may result in removal by the President of the Governing Board with ratification by a simple majority vote of the Board members.

### Actual Duties of the Treasurer:

- Attend the "Finance Officers" training (two hours) coordinated by DONE
- Prepare all check requests through the City of LA Funding Portal
- Collect and upload all necessary documents for approved Neighborhood Purposes Grants and Community Improvement Projects
- Generate the Monthly Expenditure Report through the Funding Portal
- Ensure all credit card receipts are uploaded to the Funding Portal in a timely manner (within 10 days of a credit card purchase)
- Ensure all board-approved expenditures are paid in a timely manner
- Prepare a monthly spreadsheet of expense for the Budget & Finance Committee meeting
- Attend the Budget and Finance Committee meeting