



LEAGUE OF WOMEN VOTERS OF MASSACHUSETTS

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Treasurer

The treasurer of the local League is an active member of the Board / Steering Committee and takes part in all discussions and votes.

Specific Responsibilities:

- Oversee receipt and disbursement of all funds
- Prepare and submit financial and tax reports to state and federal governments
 - Beginning in 2008, the IRS requires Leagues that don't meet the filing threshold for Form 990 (gross receipts of \$25,000 or more) to file the new Form 990-N e-postcard in order to maintain their nonprofit status. Additional information is located at <http://www.irs.gov/charities/article/0,,id=169250,00.html>.
- Keep accurate records of all transactions
 - Conduct banking transactions
 - Bill accounts receivable
 - Pay accounts payable and other disbursements; sign checks
 - Require two signatures for any check over \$2500
- Report financial status of organization at each board / steering committee meeting
 - Produce balance sheet and income and expenditure statements for board / steering committee review
- Review all bills and allocate expenditures to appropriate budget category
 - Advise board / steering committee members regarding financial aspects of projects
- Arrange for and oversee annual review / audit
- Serve on or advise the budget committee, according to the bylaws of the local League
- Prepare budget report for Annual Meeting with budget committee chair