CPPG Treasurer Job Description

Note: CPPG is a 501(c) (7)

1. Board/Planning Meeting
    a. Attend and present the month end financials (to include deposits and expenses for the month and/or bank balance) at the monthly planning meeting held on the first Friday of the month.

2. CPPG Monthly Meeting
    a. Present financials to the membership and/or bank balance.
    b. Take check book with you so reimbursement checks can be written.
    c. Keep all monies that come in at the meeting separated into envelopes, so you know how much came in for each account.

3. Outside of Meetings
    a. Collect and deposit all monies that come into CPPG.
    b. Input deposits and checks under appropriate Accounts reflected in our CPPG
    c. computer in Quicken.
    d. Balance checkbook.
    e. Reconcile bank statements.
    f. Print the Cash Flow statement for the month.
    g. Checks written: Include 2 signatures: Treasurer and President or Vice President.
    h. As these people change positions, they must go to the bank to update signatures.
    i. File a 990N Report online - Every February.
    j. Back up computer with flash drive after every use.
    k. Budget: Produce annually around September to include each committee chair at budget meeting for adjustments. Present to membership around October.
    l. Audit: Occurs every two years or after a change of treasurer. Around September of election year, two CPPG members, appointed by the President, and who are not running for the Treasurer position, conduct an audit of the financial records for the ending term Present report at the October monthly meeting & include in newsletter.

4. Attend the monthly planning meeting held on the first Friday of the month.
    a. Give the treasurer's report at the monthly CPPG business meeting on the third Thursday of the month.
    b. End of Term Outgoing treasurer should instruct the incoming treasurer the procedures and what's required for annual IRS 990N report.