

## WVGC TREASURER

EVERY MONTH: Pay bills, make deposits, review bank statements, email liability insurance & tax certificates to clubs that request them, attend any meetings called for by the President

BEFORE CONVENTION: send out donor letters for awards, print checks of award & scholarship winners, prepare reports for finance, board & executive meetings at convention

ONCE A YEAR: pay business registration to state, fill out 990-N for our 501 (c) 3 status, pay SAR dues & NGC dues, invoice districts for president's travel & contribution for convention, pay liability insurance & get new certificate of insurance, & prepare budget for upcoming year.

JULY-beginning of accounting year, pay SAR dues (\$300-they were raised from \$200-last year you will pay-we are leaving the South Atlantic Region). Go on the IRS website to file 990-N-we are tax exempt but you still need to do this every year to keep our status.

AUGUST-meet with Finance Chair to prepare for Fall Board meetings & prepare reports for meeting (I will do this year's end of year report since that was my term & the final convention report)

SEPTEMBER-attend the Fall Board meeting. Pay NGC dues. (they're due by end of October)

OCTOBER-attend Fall District meetings(if possible) & collect financial reports from each District to have on file. Invoice each District for the President's expenses to District meetings & their share of Convention expenses . (I do on one invoice-the President's expenses are divided among the 8 districts & they also contribute \$100 towards the Convention)

NOVEMBER-our liability insurance comes due Nov. 1<sup>st</sup>. The company will send you an invoice.

DECEMBER/JANUARY-issue invoices for Past President's Awards, order NGC Life Membership for Upcoming new President (every other year). You will receive a spreadsheet with all of the awards, winners, & sponsors of each award. In the award file, you will find my letter from last 2 years & invoices that were sent to the donor of each award. You don't need to send these until you receive the spreadsheet because if that award was not applied for then you don't need to get money from donor for that year. The last 2 years I didn't send out til January.

FEBRUARY-You will receive the final report from the 2<sup>nd</sup> VP. The scholarship winners aren't selected until now Pressbooks are not due until January.

MARCH-Write the checks for all of the awards. For the Youth awards, write one check & get cash to give them. I found out the hard way & wrote checks to each of them. 2 of them were never cashed, so it's easier to give them \$10 cash in an envelope. You do not write scholarship checks yet. Prepare reports for convention (budget-actual vs. adopted, new budget for next year) & meet with Finance Chair to set agenda. Attend State Convention.

APRIL-pay DEP-Youth Environmental Program (we give a scholarship at one of their camps). There is a letter in my award file. Last year, I had to contact her & you will see her info on letter.

MAY-JUNE-file with the WV Secretary of State (bus. regis)-you have to use credit card then reimburse yourself. The Spring Garden News will include the new budget which should have been approved at the convention. The scholarship checks are written to the college & sent to the winner with a congratulations letter.