



# LOS JARDINEROS

Garden Club of Taos

## Job Description

### Treasurer

**Short Description:** The Treasurer is responsible for initiating financial transactions, administering the club's bank, PayPal and Square accounts. In addition the Treasurer, with the assistance of the Board of Directors, will prepare the grant request for County Lodgers' Tax funds for the Garden Tour.

- collecting all mail
- paying all bills
- keeping a detailed record of debits and credits applied to the Club's checking account (Quick Book knowledge a plus)
- filing State and Federal Taxes and Non Taxable Certificates
- developing a yearly budget
- writing monthly treasury and budget reports
- pay for monthly meeting, field trip and workshop presenters, and meeting location rental
- producing tour seed money envelopes and collect information to submit for the Lodger's tax rebate
- Grant budget and payments
- Maintain Club records/financial docs/banking/corporate documents, etc.

**Estimated # of members:** There is no standing committee associated with this Board of Directors position.

**Estimated Time per member:** The treasurer will spend a variable amount of time per month. On average the Treasurer can expect to spend an average of 8 hours per month on the duties described below.

#### Treasurer Duties:

- **TOWN BUSINESS LICENSE:** Registered to Cyndee Gustafson at her home address. (Should change to new Treasurer's address.) It needs to be renewed each year.
- Need to go to bank and establish your signature on checking account:
  - Need Minutes from Reporting Secretary stating new officers to present to bank
  - Change name on Club debit card to new Treasurer
  - Need to update Personal Settings (under OPTIONS tag)
- Keep a spread sheet of all checking account activity
- **TAXES:** Federal Taxpayer ID: 85-0446424 Need to update contact on Form 990N e-postcard info:

This email allows you to activate your login ID so that you can use the Form 990-N system. You will not be able to use the Form 990-N system until you have activated your login ID. The following is your Form 990-N login ID information:

Login ID: 85044642401  
Name: Joyce Muhonen  
Organization: LOS JARDINEROS  
Login Type: Exempt Org

Click the link below to activate your login ID. (Note if your email program does not display the web page as a link, copy the whole link text and paste it into your browser's address box.)

IMPORTANT: You should close any open browser windows before you click this link.

<https://epostcard.form990.org/frmAdminLoginActivate.asp?A=F585719d102729wHd>

- **Form 990-N:** Email: [epostcard@urban.org](mailto:epostcard@urban.org) Phone (toll free): 866-255-0654
  - Yearly need to file a IRS form 990N e-POSTCARD (<http://www.irs.gov/charities/article/0,,id=169250,00.html>) – print a copy for records
  - Yearly need to file a NM Nonprofit Corporate Report (form will be sent to Garden Club) Keep a copy for records. Report due on or **before** the 15<sup>th</sup> day of the fifth month following the end of the taxable year.
  - Keep a copy of all forms filed and correspondence regarding state and federal taxes
- **NMSPRC Certificate of Incorporation /Authority #: 1704790 (for vendors)**
- **BUDGET:** At the beginning of each year, the treasurer develops a budget with the president. Incomes and expenses are evaluated against the proposed budget.
- **MONTHLY BOARD REPORTS:** Written Treasury and Budget Reports are presented at each board meeting.
- **MONTHLY GENERAL MEETINGS, FIELD TRIPS AND WORKSHOPS PAYMENTS:** Prepare checks for meeting room and speaker fees each monthly meeting.
  - General meeting, workshop and field trip presenters:
    - \$50 for Taos resident
    - \$100 for out of town speaker
  - Taos Tennis: \$75 for room and refreshments
- **MEMBERSHIPS:** All memberships forms come to the treasurer first. A detailed spreadsheet of the members per year and the amount of membership money collected is kept by the Treasurer. After recording the membership, the form is scanned and emailed to the Membership and Corresponding Directors and put into Drop Box for easy access. It is advisable to keep the membership forms for the year to verify membership information.

The Membership Chair updates the official membership log and works with the Corresponding Secretary to prepare the Club Directory. New members joining after the Garden Tour will automatically be given a membership for the next year.

- **TOUR Financial Duties:**

Seed money envelopes for each venue:

\$100 (6-\$5, 3-\$10, 2-\$20) for each house cash box (4 venues)

\$100 (30-\$1, 4-\$5, 3-\$10, 1-\$20) Boutique

\$100 (20-\$1, 4-\$5, 3-\$10, 2-\$20) Art Alive

\$100 (20-\$1, 4-\$5, 3-\$10, 2-\$20) Will Call

When determining the profits from the tour, remember to subtract the seed money from the profits.

Work closely with the Ticket Chair to obtain monies from tour and tour ticket sales records.

- **LODGER'S TAX REBATE:** Each year the Garden Club is eligible to receive a rebate from the Lodgers Tax Board for money spent on advertising. We must submit invoices and canceled checks for each item we submit. **All invoices must be submitted to the treasurer and paid directly to the vendor with a Club check or the debit card.** The county no longer accepts invoices and canceled checks to members who paid the invoices. Use the Club's debit card or check for payment of all items, especially advertising. Keep a spreadsheet of tour sponsors and amount contributed.
- **GRANT BUDGET AND PAYMENTS:** Develop a budget for the Grants Director in August. It is advisable to keep a \$2500 - \$3000 buffer from year to year. Payments to Grant Recipients are made when the Grant recipient requests payment and submits invoices and final approval from Grants Director has been given. The invoices must match items in the grant award. Grant recipients may submit partial payment requests. The total of all grant payments may not exceed the Grant award. Grant receipts are kept separate from other receipts.
- **Record Retention:** The treasurer maintains an electronic copy of all filings, correspondence to Club relating to billing, memberships, and communication with the Town regarding Lodger's Tax, etc.