

## Estate Planning Council of Lee County Treasurer Duties and Timelines

Commitment: Attending meetings with minimal absences; arrive at 11:15a; board meetings as scheduled; Term: one year; Limit: none

Responsibility: Read and be familiar with the organization's bylaws.

Responsibility: Monitor payments from Pay Pal for meals and dues

Meeting Timeline:

- Several days prior to each meeting, receive the preliminary attendance list from the Secretary.
- The morning of the meeting, check the EPC website for new reservations, and stated mode of payment; add to attendance list. Then, check the EPC PayPal website and verify that payments have been received.
- Arrive no later than 11:15a; Set up at the check-in table. Get the food tickets from the banquet manager. Bring petty cash, receipts and checkbook.
- Check-in: confirm their name is on the list; confirm member or guest; place check mark next to their name; occasionally check in guests with payment at door: write either "cash" or check # and amount (\$35; student \$25); give them the ticket for their food selection; prepare receipt upon request; Most attendees register through the EPC website and pay through PayPal.
- Reconcile all cash and checks to attendance sheet
- January – February – March: members may bring checks for membership fees to the meeting but can also pay through Pay Pal; record and update Secretary with information on who has paid by any means other than checks mailed TO the Secretary (who will have forwarded them to you) or through PayPal.
- December Meeting: give statement of financial condition to membership at Annual Meeting
- End of meeting: confirm accuracy of invoice and pay bill with and EPC check
- Post meeting: copy all checks and deposit slips; deposit funds within one week of meeting; attach receipt from deposit to records.

Prepare budget for following year by November 1<sup>st</sup>; Review current pricing of dues and offer suggested changes; review pricing of any services provided and request bids when appropriate

Reconcile monthly financial statements; provide copies of statements at board meetings (bank and credit card)

Approval and payment of EPC invoices including gifts, donations, website fees, etc.

When a payment is received for a meeting sponsorship, immediately notify the Secretary so the sponsorship can be posted on the website and in announcements.

Check in with President quarterly and review budget versus actual.

File Form 990N postcard with IRS by May 15<sup>th</sup> of each year

As of 9/5/2023