

2022 TREASURERS REPORT

First order of business is to download the BANKTIVITY app onto your computer. There is a fee charged that you can reimburse yourself for. Do this after getting the treasurer's binders. ID: and Password are located in the binder under Banking. Sometime in July the outgoing treasurer will hand over the 2021 - 2022 binder along with other binders she has in her possession.

The outgoing treasurer and president along with the new incoming president and treasure will need to go to Wells Fargo bank , Menlo Park to remove outgoing president and treasurer and add the new. You will need to take the May "General Meeting" minutes that includes these changes on the board. The minutes must be on AGG letterhead for the bank to accept the changes. Remember to have your ID with you. This usually all takes place in August

Incoming treasure will audit the previous year's books and make a written report at the September meeting of the previous year's financial activity. And present the budget for the new year to the board. AGG's fiscal year starts on July 1st and ends on June 30th. Examples of Budget and Sept. AGG Treasurers report are found under Budget and Reports in 2021 - 2022 binder.

The new treasurer will need to make a new binder for 2022 - 2023.

There is a revised copy of the Treasurer's Duties and Responsibilities in the 2021 - 2022 binder and a calendar showing what and when bills and reports are due, under DUTIES.