

AGG Treasure Duties and Responsibilities

- GENERAL RESPONSIBILITIES
- Collect and disburse funds with authorization of the President and Board.
- Conduct and have custody of all financial correspondence.
- Audit the books for the previous year and make a written report at the September meeting of the previous year's financial activity.
- Present the budget for the new year to the board and membership.
- Regularly report on the financial status of the AGG to the Board of Directors.
- Review budget amounts and receipt procedures with committee chairs.
- Reimburse members for expenses.
- Collect fees paid by members for annual dues.

NOTES

- At some AGG monthly programs, guests are welcome. There is no guest fee.
- At programs where arrangements are auctioned at the end of the meeting, it is helpful to have someone help you gather names and amounts of members who have won the auction item. The Treasurer collects checks/cash from the members purchasing the item. The goal of the auction is to cover any flower expenses.
- It is the responsibility of the Committee Chair to collect and track member's payments for, AGG annual luncheon and Holiday Party, then to present all the checks to the Treasurer for deposit.

SUMMER

- Coordinate with the outgoing and incoming Board of Directors (those who are on the bank signature card). This is usually the Presidents and the Treasurers. In order to remove outgoing Board Members and add the incoming Board Members there must be a copy of the May meeting minutes with the AGG letter head presented to the bank. ID's must be presented also. This needs to be done before the September meeting.
- Coordinate with outgoing treasurer to hand over the Treasurer's binder and checks.
- Coordinate with Program Chair on Meeting sites planned for the year. Some may require a certificate of insurance from CGCI.

SEPTEMBER

- At the September meeting, all members (especially Hospitality, Programs, June luncheon and Holiday Party) should be reminded that they need pre-approval for any expenses over the budgeted amount. All purchases require a receipt in order to receive reimbursement.
- Monthly meeting expenses (coffee, food) are not reimbursed as all members are required to participate. Exceptions may be made for coffee to remote locations.
- Hospitality is responsible for keeping the supplies current and must submit reimbursement receipts for those supplies.

CALENDAR OF ACCTIVITIES

JANUARY: Pay liability Insurance by January 15th to CGCI for each member. A letter will be sent as a reminder. New form isn't available until late November-December.

FEBUARY: Pay PO Box rental fee to Menlo Park post office. A notice will be placed in the PO Box.

APRIL: Collect AGG membership dues.

MAY: CGCI, "Contact of Information" form is to be completed online and electronically submitted in May after new board members are approved at May meeting.

Review job description with incoming treasurer.

JUNE: Pay Bay Ocean District dues - delinquent 9/1

JULY: Pay dues to CGCI for the upcoming year, delinquent 10/1

AUGUST: File an Annual Information return with IRS, form 990-N. It must be filed by 11/15.

File an Annual California Information return, form 199N. It must be filed by 11/15.

AUGUST/SEPTEMBER: File State of California, Annual Registration Renewal Fee, form RRF-1. Must be filed no later than four months and fifteen days after organizations accounting period ends, June 30th for AGG.

File “Annual Treasure’s Report”, form CT-TR-1. Must be filed no later than four months and fifteen days after organizations accounting period ends, June 30th for AGG.

Every other year file CA Secretary of State “ Statement of Information” form SI-100. It was filed in 2021.

File the CGCI Group Tax Exemption Program Renewal Form. These are sent out by CGCI and must be completed by February 1st. Questions, contact Sue Bennett 7560 Shelbourne Drive, Granite Bay, CA 95746-9459, Chairman of the CGCI Group Tax Exemption Program.

Revised by Suellen Rottiers - April 2022