

Treasurer Job Description

When new you must:

Change name and SSN on EIN with IRS

Change signature cards with bank

Change name and address with MO (Form Corp.59 on www.sos.mo.gov)

Pay any bills

Accept and deposit dues and student activity fees

File any IRS forms. E-postcard files in July/August.

Keep books - Treasurer's report and general ledger

Present report at each meeting

Send club and Junior dues to MFMC

Make reimbursements to members who incur Club or Festival expenses. Request that members have bills sent directly to you if possible.