

Responsibilities of the Friends' Treasurer

(May 25, 2023)

- Review monthly bank statements
- Update board members on the current bank account balances
- Write all checks and make all deposits for the Friends group
- Reimburse board members for out-of-pocket Friends-related expenses
- Retain all receipts and invoices related to Friends' business
- Interact with bank regarding account issues
- Collect money from donation boxes at the Park with park staff and deposit it
- Oversee PayPal account
- Provide Membership Director with updated list of new paid members and renewals
- Oversee any Debit or Gift Card transactions
- File forms for Tax Exemption (State and Federal)