

RV Club Treasurer Job Description & Duties

- Receive and record money at meetings and any other time. Give members a receipt if paying in cash & endorse the back of checks. Record transactions in the bank spreadsheet on the computer.
 - Keep a list of all paid and unpaid members – paid members will be in green.
 - New Members: need to fill out a new membership form. File in binder in alphabetical order.
 - Email the new members names to the Secretary (or designee) to create “Window Name Signs”.
 - Email to: Can Do Engraving (cde@candoengraving.com) new member names for name badges as needed. They are located at 15434 N 99th Ave, Sun City. They will send the badges by mail– pay them by check.
 - Send updated full detail membership list and NAMES ONLY list in pdf form to the webmaster and the President of the club.
 - Prepare deposit for US Bank within 7-10 days. Write members names on back of deposit slip. If depositing by mobile phone, print out the receipt on the US Bank website for your records.
- The bank spreadsheet is kept on the computer – enter all receipts received and all checks paid out.
 - Keep separate column for each Rally, who has paid with check number, etc. Update Rally hosts as to who has paid for the Rally.
- Prepare the Monthly Financial Report for the Executive Meeting – usually on the 4th Tuesday of each month and the RV Club Meeting on the first Thursday of each month.
 - Send the Financial Report in pdf form to the webmaster after the meeting (with the updated membership list and Names Only list)
- Prepare the Happy Trails Quarterly Activity/Club Financials form
 - Due on August 10, November 10, February 10 & May 10 to Thelma Beaulieu