

## Dimondale Business Association

### Treasurer Duties

“Duties of the Treasurer: The Treasurer shall keep an itemized account of all receipts and disbursements, prepare a report for each Membership meeting, collect all dues and pay all bills authorized by the Dimondale Business Association.” (Bylaws)

#### Per practice the Treasurer does:

- Check PO Box regularly.
- Pay bills and make deposits.
- Maintain current membership list.
- Send out annual membership renewal notices.
- Complete annual Michigan Corporate License renewal (this is very simple).
- Complete annual SBAM membership renewal (spreadsheet format).
- File annual 990N with IRS (e-postcard).
- Prepare monthly Treasurer Report.
  - o Balance Union Bank online banking/statements
- Attend membership and Executive Committee meetings.

#### Qualifications:

The Treasurer records are in a spreadsheet format and this officer must be familiar with Excel.

#### Notes:

The Treasurer currently updates the membership listings on the DBA website. This is not a requirement for the position.

9.25.23