



**SCS Dance Company  
Board of Directors**

**Treasurer**

**Description**

The Treasurer is an elected officer on the Board of Directors (BOD) and is part of its Executive Committee. The Treasurer shall keep records of all financial transactions. This includes collecting annual dues and class fees, submitting annual reports to community services, preparing annual budget for Board and Membership approval. Knowledge of Quicken and spreadsheets preferred. The Treasurer also performs other duties as requested by the BOD.

**Overview of Duties**

- Collects, deposits, and records all monies received for Classes, Workshops, and Membership Dues
- Issues monthly payroll checks to Teachers and Directors
- Issues checks for any reimbursement for purchases for club needs or functions
- Uses Quicken to maintain accurate financial record
- Reconciles and retains all bank statements
- Creates an annual budget with the assistance of Board for membership approval
- Completes Fiscal Year financial reporting to submit to Community Services
- Performs an annual audit and reviews with two (2) club members
- Prepares an annual Request to Issue 1099 for contracted labor and submits to Community Services
- Attends and contributes to scheduled Board meetings
- Attends Board-sponsored functions (general membership meetings, club functions, etc.)

**Transition responsibilities for out-going Board Members**

The out-going Treasurer shall meet with the in-coming Treasurer to review the job description and ensure a smooth transition.

**UPDATED: AUGUST 2024**