

## Duties Rotary Treasurer

### Weekly:

- Collect money for guests and snow birds (\$11 ea.)
- Pay bills that come in the mail and handed to you
- Pay Arizona Family Restaurant (\$8.75 per meal—min. 45, change to \$9.25 on Sept. 1, 2008)
- Make Deposits of money taken in after dividing money into appropriate accounts-ie meal income, fines, direct income for PH (take \$100 each week out of raffle money), etc.
- Fill in spread sheet with how money was accounted for
- Enter all checks and deposits into Quick Books
- Deposit money in Checking Account

### Monthly

- Last meeting of month send check to Sahuarita Adult Learning Program, c/o Jane Burns, 1708 Placita del Zocalo, Sahuarita, AZ 85629 -- \$20 each speaker the past month
- Last meeting of month write and deliver check to church (\$80 per week) for the upcoming month
- When you receive Bank statement take a copy of your deposit spread sheet, all check stubs for previous month, and bank statement to Terry Cogan's office (give to Joyce) (I reconcile the bank statement before taking to Cogan's office)
- Pick up Cogan's report for Board meeting that is after 3<sup>rd</sup> meeting of the month
- At end of month give check to Rotary Foundtation Chair (Mike Shay) and GV Foundation (Becky Roberts) for money collected through billing and tell them who the money is from so the proper credit is given

### Quarterly

- Send out quarterly bills using Quick Books. Remember that Bill McGibbon pays annually so only bill him in July Billing. Get a list from secretary and make ups for previous quarter and give credit for those meeting made up. Also, remember there are a number of people that pay Paul Harris and/or GV Foundation with the billing