

Duties of the DLIA Treasurer
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1. The duties of the DLIA Treasurer are outlined in the bylaws of the organization. See DLIA Membership Directory DLIA Bylaws 2019 V.B.4.
2. The treasurer maintains the accounts held at Citizen's National Bank in Alanson. Currently this includes a checking account, a money market account and two certificates of deposit. The DLIA also has a PayPal account that is used for Membership Dues payment that is monitored by the treasurer and to balance income to the organization. The treasurer also makes periodic transfers from the PayPal account to the CNB checking account.
3. In addition, the treasurer coordinates the update of checking account authorizations (when there is a change in officers), makes payment to vendors through BizPay, an online provider thru CNB.
4. Prepares/Updates and balances monthly treasurer's report. I currently use an online accounting program called Wave that allows individual journal entries and the creation of reports to update the Executive Board approved format for the treasurer's report. (See Attached). Makes sure all income/expenses have documentation i.e., deposit slips/invoices. Create Financial Report for Annual Dues Mailing.
5. Pays quarterly State of Michigan Sales Tax from merchandise sales.
6. Works closely with the merchandise manager to make sure merchandising needs are met in a timely fashion and exchange of resulting invoices, sales deposits and any other financial information resulting from merchandise sales to assist in payment of sales tax or other necessary financial reporting.
7. Attends Executive Board Meetings and Annual Meeting to present Treasurer's report.
8. Assist with annual budget preparation.