

Foundation Treasurer

General duties:

(From FSMTA Bylaws Article VIII, Section 7)

- All officers shall:
 - present written reports at each meeting of the Executive Board
 - Maintain current job descriptions and Manual of Procedure to be passed along to their successors.

(From FSMTA Bylaws Article VIII, Section 8)

- Any officer may be removed at any time by a majority vote of those present at any duly constituted meeting of the Executive Board. Officers must fulfill their duties as outlined in the Bylaws and must attend at least four (4) Executive Board meetings during their term of office.

(From FSMTF Bylaws Article III, Section 1e)

- The Treasurer shall have custody of all corporate funds and financial records; shall keep full and accurate accounts of receipts and disbursements and render account thereof at the annual meeting and whenever else required by the Executive Board; and shall perform other duties as may be delegated by the Executive Board.

Specific duties are:

- Receive and disburse all monies of the Foundation. When a donation is received directly from an individual, contact the President with the date of receipt, complete name and mailing address and where the donation is allocated to.
- Books consist of a hand-written journal to record all donations, expenses and awards.
 - Plan to spend a part of each day each week on duties
- Balance statements monthly - checking in Wells Fargo, business savings with ING, CD's with ING, and Money Investor Fund with Schwab.
 - Make interest-bearing deposits of monies from FSMTF not needed at the moment in best financial vehicle available. Both ING and Schwab are linked to the checking with Wells Fargo. Use Money Link for transfers to and from Schwab and the bank.
- Interest from CD's and Schwab Money Market accounts are divided between all endowments according to the ratio of the whole. Usually your computer software can figure this for you.
- Handle tax correspondence and reports.
- Prepare an annual report for FSMTA and FSMTF at end of fiscal year (June 30th)
 - Mail it to FSMTA Editor for publication, a copy to the President and present this report to the Executive Board at State Conference meeting.
- Annually update the list of Awards and Scholarships and email a copy to the Webmaster to update the Directory and webpage on the FSMTA website.

A suggested time-table for duties follows:

November

- If there is a newly elected treasurer, pick up signature cards from bank to be signed by the newly elected treasurer at the State Conference. Request signature documents from other financial institutions to be signed by new Treasurer and directors at Foundation Board meeting during the Conference.
- Meet with the newly elected Treasurer and have him/her sign signature cards for bank accounts.
- Request from Recording Secretary a copy of the minutes from the General Session during which elections took place which lists the newly elected officers. Take the copy of the minutes with the signed signature card to the bank branch normally used.
- Attend Executive and Foundation Board meetings.
- Prepare checks for MTNA competition winners and special endowed awards.
- Use information received from Competition Coordinators to mail checks to Winners.
- Send a note to teachers of winners stating when checks were mailed to winners.
- Give verbal report during General Session.
- November 15th IRS forms are due for FSMT Foundation only if income is over \$25,000.

January

- Dept of State (Florida) Uniform Business Reports due for Foundation - pay \$61.25.
- Receive dues allocation from FSMTA Treasurer to be used as administrative funds – place in FSMTA account.

May

- Prepare a written report for the June Executive and Foundation Board meeting and file electronically with the Corresponding Secretary by the issued deadline.
- Use information received from State Competitive Events chairmen to mail award checks to winners.
 - Send a note to teachers of winners stating when checks were mailed to winners.
- Work with President to prepare proposed budget for presentation at June Foundation meeting.

June

- Attend Executive and Foundation Board meetings.

July

- Prepare annual report - send copy to FSMTA President and Editor.
- Prepare IRS reports 990 for filing.

October

- Florida Department of Agriculture Report due by October 18th with a fee of \$10.
- Prepare a written report for the State Conference Executive Board and Foundation meeting; file electronically with the Corresponding Secretary by the issued deadline.
- Prepare verbal report to be given at a General Session during the State Conference.
- Make checks available to the President for use in Foundation Gala preparations.