

## OMGA Treasurer

### JOB DESCRIPTION

- Receive and disburse funds.
- Maintain records for Checking, Savings, and Investment accounts.
- Maintain membership records corroborating Chapter and Individual enrollment showing amount of dues paid.
- Distribute a financial Quarterly Report intended for quarterly Board & Executive Board meetings.
- Document and give an account on income disbursements for Mini- College and other activities.
- Set up Audit and Budget committees.
- Participate in quarterly audits.
- For the quarterly audits, respond to all questions and instruct as to how an audit takes place.
- Pay the Federal and State registration fees.
- Act in accordance with Federal and State tax requirements.
- Visit Chapters achievable throughout the state, and work with the OSU Extension staff for special committees and projects.
- Monitor Newsletter printing accounts with the bank, post office, and Pac-mail as required.
- Examine Bylaws and Policies with regular update maintenance with respect to the Treasurers and financial position.
- Possess a complete working knowledge of accounting software "Quicken".
- Perform 25-30 hours per week keying entries into Quicken.
- Capable to answer questions presented on Quicken. (*Perhaps need to travel to accomplish this*).
- Be prepared to answer all questions for IRS concerns.
- Retain an updated notebook adhering to OMGA guidelines; which will be forwarded to successor upon leaving office.

## **OMGA Treasurer Job Implementation**

- Open and maintain checking account with the President or 1<sup>st</sup> Vice President as second signature on checks in the amount of \$1,000 or more.
- Pay expenses making deposits within 3 days.
- Reconcile checking, savings, and investments accounts.
- Pay expenses on a monthly basis.
- Advise Financial Committee chair of current status of these accounts.
- Secure and distribute membership cards signed by the President and report membership statistics.
- Secure as needed then distribute service bars to officers and reps.
- Compile and distribute forms and instructions to chapter Treasurers (Handbook).
- Make available all financial records for quarterly audits to be held prior to each Quarterly OMGA meeting.
- Comprise all financial reports including tax records for review at any Executive, Board or private meeting.
- Be active with Standing Committees in addition to other committees to receive and disburse funds and subsequently report on these activities.
- Chair the Budget Committee along with preparing and distributing the budget.
- Prepare as well as file Federal and State Tax Reports.
- Compile responses from County Presidents on Annual IRS Information Return.
- Act in accordance with plus file all IRS requests; i.e. annual IRS Subordinate Unit Information Form, 990-N, 990 Ez & 990, CT-12s, annual IRS Information Form.
- Be prepared to assist any county with OMGA Treasurer-related questions which may perhaps include instruction for Quicken along with traveling to accomplish training.
- Provide training at Leadership classes, Mini College or to County's on such subjects as Treasurers job, Auditing, Budgeting.
- Preserve Laptop generated information through storage backup files.
- On a Monthly basis, backup financial information. One copy kept in a safe place distant from the computer hard drive i.e.; external hard drive, thumb drive.
- Regularly update software and virus protection.
- Oversee the Associations Liability Insurance every other year.
- Uphold IRS requirements, and changes relating to 501 C (3).
- Report or implement as necessary.

# **OMGA Treasurer's**

## **Accountability by Activity Date**

### **January:**

- 1 ~ Ordering of swing bars for new Ex-Board members and MG of the Year & Behind the Scenes.
- 1 ~ Complete Oregon Corporation Division form #139 (change of officers)
- 1 ~ Complete Oregon Corporation Division form #131 if there is an Agent Change to OMGA
- 1 ~ Order & Print new OMGA membership cards. (Send to Chapters based on Last Year's #'s of paid members and trainees).
- 15 ~ Bulk Mailing Permit fee due.\*
- 30 ~ All Chapter Financial Reports due to OMGA Treasurer.

### **February:**

- 15 ~ Compiles Group Tax information for IRS reporting. (Excel report).

### **March:**

- 1 ~ Negotiate contract and order PNW handbooks for Extension Offices.
- 15 ~ Compile and Turn in all Tax reporting information on OMGA and Group Reporting to Tax Preparer.

### **April:**

- 1 ~ All Chapter dues are due to State Treasurer.
- 1 ~ Mini College work on various items (Various forms and reporting).
- 15 ~ Due to IRS, annual report of 990-N (E-postcard) of Subordinate Counties.

### **May:**

- 15 ~ 990 form for OMGA due to IRS.
- 15 ~ CT-12 for OMGA due to Oregon Dept of Justice.
- 15 ~ 990 for OMGA "group" due.
- 15 ~ CT-12 due for "Group" to Oregon Dept of Justice.

### **June:**

- 6 ~ Payment of Corporation fee \$50.00.

### **July:**

- 1 ~ Annual IRS Subordinate Unit Information Forms due to IRS (County, Extension, Treasurer Information reported).

### **August:**

- 1 ~ Mini College work on various items (Various forms and reporting).
- 1 ~ Box rent due to Pac mail \*
- 1 ~ Send out "Annual IRS Information Return" to County Presidents (4 questions--address changes, Bylaw changes, etc due date 9/1)

### **September:**

- 1 ~ Annual IRS Information Return due to Treasurer from County Presidents
- 15 ~ Compile and Send Annual IRS Subordinate Unit Information forms to IRS (County Address & Tax #)
- 1 ~ Prepare Annual Budget (request from Committee Chairs budgets for coming year, compile and send to Budget committee for review).\*
- 15 ~ Budget committee suggestions due.
- 30 ~ Compile all information into budget proposal to present to Ex-Committee Oct Meeting.

**October:**

5 ~ Present budget proposal to Ex Board Members.

**November:**

1 ~ Budget proposal presented to Board Members for approval at quarterly Meeting. \*

15 ~ Review, Prepare, and send to each County Treasurer either Blue or Red notebooks  
(Include: financial reports, bylaws & Policies of OMGA, etc)

**December:**

15 ~ Contact all Committee chairs and Executive Board members, to send in any bills not yet paid.

31 ~ Prepare Year End Reports.

31 ~ Prepare Cash reserve compellation for New Year.

31 ~ Setup new budget in Quicken.