



League of Women Voters of New Mexico Job Description – Treasurer

Role:

Chief financial officer of the League.

The treasurer is an officer of the League and thus a member of the board of directors.

Responsibilities:

Receive and disburse LWVNM funds

- Deposit operating funds in bank and accounts designated by board
- Deposit education funds with LWVUS
- Complete forms required to reimburse the LWVNM operating fund for expenses that qualify for Education Fund
- Pay bills for approved budgeted expenses
- Deposit adequate funds in bulk mailing account in advance of bulk mailings

Maintain financial records

- Record transactions using an accounting system that will assure consistency and availability of records over time, including regular backups of all data
- Make national PMP payments for state MALs
- Present local Leagues with state PMP invoices by September 30 of each year.
- Maintain a voucher system to document expenses reimbursed to individuals
- Acknowledge receipt of donations, including tax deductible status where appropriate
- Prepare records for biennial financial review
- Close books at end of fiscal year

Provide financial reports

- Prepare report to board of cash flow, income and expenses relative to budget, and account balances for each board meeting
- Prepare one-year report for LWVNM Council
- Prepare preliminary two-year report of income and expenses for biennial Budget Committee
- Prepare two-year report for LWVNM Convention
- Make reports as required by LWVUS

Update official records with the state of New Mexico and the federal government

- File report with Public Regulation Commission within two months of close of fiscal year
- File NM Charitable Organization Registration Form with AG
- Maintain bulk mailing permit
- *other??? IRS filing?*

ARCHIVE CHECKLIST

| DOCUMENT | COMMENTS |
|--|--|
| Board and annual reports | |
| Invoices, receipts, vouchers | Keep hard copy documentation at least until biennial financial review is completed? |
| Donation records | Include contact information for non-member donors |
| Filing information and contacts for state and federal agencies | Post office (including on-line access), PRC, NM Attorney General, etc. |
| Documentation of accounting system | Crosswalk Chart of Accounts and Budget categories, any quirks or non-obvious decisions |
| Financial review report | |