

OCSJ Roles and Responsibilities

Position: Treasurer

Reports to: President

Date created: 08/27/22

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1. Keep the financial records.
 - Record day to day financial transactions.
 - Pay bills to cover budgeted items.
 - Pay bills to cover expenses that are approved by the board.
 - Create financial statements.
 - Distribute monthly report to the Board of Directors.
 - Distribute data file backups to President and Vice-President.
 - Develop and distribute annual budget.
 - File and monitor – Tax returns (IRS 990-EZ , NJ filing).

2. Paper Trail - Treasurer's File contains:
 - Audit reports.
 - Budget.
 - Certificate of Insurance.
 - Government filings and correspondence.
 - Financial statements, minutes, by laws.
 - No assets and no employees.
 - Income records.
 - Expense records.

Restricted funds – Contributions that must be used for the designated purpose.

- Greve fund – leaders' education.
- Donations fund – funds presented to various 501C3 orgs serving the OCSJ community in the South Jersey area.
- Hodges fund – Money collected for purchase and installation of Bench in honor of Bob Hodges.