

Treasurer – position duties
Specific to Upper Room SVEC 1/2019

The Treasurer is a member of the Board of Directors and is an elected officer. In addition to general Board participation for Emmaus policy, this individual will keep complete and accurate records of all financial transactions, and perform duties as described below.

Each walk

1. Deposits for each walk need to be paid prior to the walk. Camp Overlook will send contracts via email prior to each set of walks.
2. Confirm with the registrar that all pilgrims and sponsors have paid their fees. *All fees are due with the application.*
3. Communicate with men's or women's Lay Directors should you not receive payment for a team member's fees.
4. Inform Weekend Coordinators and Lay Directors to send or email receipts for reimbursement.
5. Pay final bill to Camp Overlook which will be emailed to treasurer
6. Send a check to Emmaus International totaling \$13.00 for each pilgrim after each set of Walks is completed or send one check at the end of the year for both sets of Walks.

Weekly Responsibilities

1. Pay bills as they are received and keep accurate records in a ledger or spreadsheet.
2. Monitor and post deposits made by Board Tellers. They are to send you a copy of their Teller Deposit Form and a deposit receipt from DuPont for each deposit made.

Monthly Responsibilities

1. Prepare a detailed Treasurer's report to be approved at each board meeting and email to the Board for study in advance when possible
2. Balance checkbook and ledger/spreadsheet.
3. Reimburse individuals who turn in receipts for Emmaus expenditures.

Yearly Responsibilities

1. Prepare annual report of previous year's income and expenses to present to the Board at January board meeting
2. Have previous year's records audited by a previous treasurer or someone with financial record keeping experience
3. Submit 990N tax form online
4. Pay Church Mutual insurance (due April 1)
5. Pay CCLI copyright license (due Oct. 31)
6. Pay State Corporation fees (due Oct. 31)

Fees

1. Teaming fees are \$155 (paid by team member)
2. Pilgrim application fee is \$40 (paid by pilgrim)
3. Sponsor fee is \$130 (paid by pilgrim's sponsor)
4. Review applications for Scholarship funds and record those who apply and are awarded scholarship. Half (\$75.00) scholarships are offered to a team member as needed once every 2 years. Pilgrim and sponsor scholarships may be offered as funds allow