

Treasurer Duties

General activities:

- Handle signature cards and bank statements at bank
- Manage PayPal account. Transfer money to/from PayPal as necessary.
- Receive, record and deposit membership dues payments and other income.
- Maintain database; review membership forms for address changes, etc. When mail returned undeliverable, contact Almira Township Assessor for address changes. Provide mailing lists as necessary.
- Periodically check PO box for correspondence and notices.
- Reimburse other board members for expenses, as documented by receipt and/or expense report.
- Prepare initial budget, interim and end of year financial reports for board meetings. Monthly updates posted on web site.

January-March

- Register for Cooperative Lakes Monitoring Program (CLMP) with Michigan Lakes and Streams Association (MLSA). Can be done on-line at <http://www.micorps.net/CLMPenrollment.html> Reminder is usually sent in the fall, but ALPOA tends to hold off until beginning of year of enrollment.
- File 990-N with IRS. Can be done on-line via IRS website. Due within 90 days of fiscal year end.
- Renew membership in MLSA. A notice is normally via PO box.
- Audit of books completed by a board member and non-board member.
- Article for Winter newsletter
- Provide mailing lists as necessary
 - January postcard to all riparians
 - Winter newsletter emailed in February

April-June

- Pay annual premium for liability insurance. Invoice received via PO box.
- Article for Summer newsletter
- Provide mailing lists as necessary
 - April postcard to non-renewed riparians
 - June newsletter both hardcopy and email lists
- Prepare reports for annual members meeting

July-Sept

- File non-profit corporation update with State of Michigan. Form is mailed to PO box in July; filing due by October 1. Can be done online; instructions included with form.

Oct-Dec

- Post EOY budget report to web
- Pay annual PO box rent. Notice will be in PO box. Due by November 30.

- Submit Riparian subscriptions for next year. Update previous subscription list with new selection, per membership forms. If no selection indicated, or PayPal, renewal status is the same as previous year; otherwise no. Subscription order form can be downloaded from http://mi-riparian.org/forms/riparian_1k_assoc_subscription_form.pdf Subscriptions renewal file must be submitted online; instructions are on order form. *Note: subscription process is under review*