



PTCREW

PIEDMONT TRIAD COMMERCIAL REAL ESTATE WOMEN
A chapter of CREW NETWORK®

FINANCE COMMITTEE RESPONSIBILITIES

(August 24, 2015)

Goal

To serve at the pleasure of the Board of Directors with the Finance Committee Chair serving in capacity as Treasurer and to maintain chapter finance records

Tasks

- 1) Maintain chapter bookkeeping system on QuickBooks
- 2) Pay chapter bills and reimbursements in a timely manner
- 3) Deposit checks for membership application fee, sponsorships, etc. in a timely manner
- 4) Maintain chapter bank account including monthly bank reconciliations
- 5) Check PO Mail Box at least weekly
- 6) Regularly communicate with Membership Chair and transfer any applications received and communicate with Sponsorship Chair to keep invoiced and paid sponsors current on sponsorship spreadsheet
- 7) Invoice sponsors and invoice for programs and lunches as appropriate
- 8) Renew Constant Contact – pay annually
- 9) Renew with CREW Network – pay monthly for website hosting and email
- 10) Check PayPal account monthly and transfer funds to chapter bank account
- 11) Prepare budget with input from the Board of Directors at the beginning of each fiscal year
- 12) Provide monthly committee report with financial statements prior to Board of Director meeting
- 13) Attend Board of Director meetings – Finance Committee Chair is the Treasurer and is an Officer on the Board of Directors
- 14) Assist incoming Treasurer with signature card changes at chapter bank
- 15) Order checks and deposit tickets as needed

Timeframe

-Assisting previous year committee for November and December
-January through October of the following year or the completion of the next fiscal year budget, whichever is later

Other

-Committee Chair passes all information in an organized fashion to new committee chair (suggest a notebook or binder) including PO Mail Box key -All recent information to be saved on Dropbox (log in and password to be provided by secretary or President)