

**JOB:** Treasurer

**LAST UPDATED/CHANGED:** April 2018

**JOB DESCRIPTION:**

The Treasurer is responsible for processing and depositing tuition and fundraising income as well as fines/fees, paying all school bills, and issuing reimbursements. The Treasurer also provides information to the Administrative Coordinator and school Bookkeeper as needed to support their efforts to reconcile financial accounts and manage the school’s books, prepare information for the school Tax Preparer, provide monthly financial statements for the Board and Membership, and create the annual budget.

**JOB DUTIES:**

* Collect, track, reconcile, and deposit monthly tuition payments, as well as all applicable fines and fees. *(During the enrollment period, work with the Enrollment Coordinator to track and deposit all Registration and Insurance Fees.)*
* Send overdue notices to all families that have not paid tuition by the 10th of the month and follow-up to collect overdue tuition and associated fees by the end of the month. *(Notify the Vice President, President, Administrative Coordinator, and Teacher/Director of any tuition that remains unpaid by the end of the month.)*
* Deposit fundraising income, donations, etc. as requested.
* Pay all school bills and issue reimbursements in a timely manner *(as well as applicable tuition refunds for students who withdraw)*, ensuring that every NVNS check is properly co-signed by a member of the Executive Board.
* Provide the Administrative Coordinator with the appropriate details for each deposit and payment, so the income and expenses can be categorized correctly.
* Serve as the primary contact for the NVNS checking, savings, and investment accounts, monitor the account balances, and coordinate the annual transition of signature authority for these accounts to the new Executive Board. *(This includes coordinating NVNS fund transfers as needed, with the appropriate approvals.)*
* Pick up and distribute the school’s mail from the post office on a regular basis throughout the year *(including during the summer)*, and make sure the school’s post office box doesn’t become overfull.
* Provide information and assistance to the school’s Administrative Coordinator, Bookkeeper, and Tax Preparer as requested. *(This may be requested in support of reconciling financial accounts, managing the school’s books, reviewing monthly budget reports, preparing tax information, providing monthly financial statements, creating the annual budget, etc.)*
* Update all applicable job-related materials *(e.g. job description, physical files, flash drive, etc.)* to prepare for transitioning Treasurer responsibilities at the end of your term. After the annual Board elections are complete, meet with and train the next Treasurer on all applicable job duties, then work together to ensure a successful transition.

**JOB REQUIREMENTS:**

* This is an elected position and a member of the Executive Board.
* Attend all Parent Meetings, Board Meetings, Executive Board Meetings and Board Functions.
* Participate in Board Set Up and Orientation.
* Computer proficiency and the ability to work with Excel spreadsheets.
* Strong organizational and communication skills; confidentiality; teamwork.
* Summer work is required.

**JOB DETAILS:** The rest of this document is intended to provide more details about how the job is done, reminders about specific time-sensitive duties, helpful hints to make things easier, etc.

**GENERAL INFORMATION**

**Key Contacts**

* **Checking & Savings Accounts:** Umpqua Bank, 707-259-2300 *(or 866-486-7782 for customer service)*, 1500 Soscol Avenue
* **Investment Account:** Vanguard, 800-662-2739 *(for client services)*
* **Payroll Company:** Payroll Masters, 707-226-1428, 855 Boardeaux Way Suite 170
* **Payroll Contact:** Sharon Tiburzi, 707-307-6117, [sharont@payrollmasters.com](mailto:sharont@payrollmasters.com)
* **Insurance Contact *(for Liability & Student Accident Coverage)*:** Bob Hadzor *(Robert Hadzor Insurance)*, 925-372-9000 *(or 925-421-7611 for Bob’s cell)*, [bob@hadzorinsurance.com](mailto:bob@hadzorinsurance.com)
* **Insurance Contact *(for Worker’s Comp Coverage)*:** Markel FirstComp, 402-926-0099 or 888-500-3344, P.O. Box 3009 *(Omaha, NE 68103)*
* **Tax Preparer:** Leslie Tucker *(Full Spectrum Tax Service)*, 707-255-3382, [leslie@fullspectrumtax.com](mailto:leslie@fullspectrumtax.com), 2113 Sommer Street
* **Bookkeeper:** Shanna Rodgers, 707-260-5224, [shannarodgers@msn.com](mailto:shannarodgers@msn.com), 3161 Laurel Street
* **Administrative Coordinator:** Heather Shumaker *(see current school roster for contact information)*

**Items Signed Out To the Treasurer:**

As the Treasurer, you will have in your possession a number of important physical items that will make it easier to do your job effectively, including:

1. **Treasurer’s Keys:** Your set of keys should include a master key for the building *(which opens the outer church door into our hallway)*, a Room 1 / Room 2 key *(which opens the 4 doors from the hallway into our classrooms)*, a key for Cabinet 4 in Room 1, a key for the metal Tuition Box in Room 1, a key for the blue wooden box in Room 1 *(which may be used for IWC tickets/payments, Board nominations, etc.)*, and a key for P.O. Box 2213 at the Post Office on Trancas Street.
2. **Treasurer’s Flash Drive:** This flash drive serves as a repository of key files created by previous Treasurers *(e.g. email templates, tuition tracking lists, etc.)*, and it will be a helpful resource for you as you work on similar files during your own term as Treasurer. In addition, it will be your tool for sharing copies of the key files you create with the next Treasurer, so make sure to add your files to the flash drive before you hand it over to your successor. *(Note: If you add copies of your files to the flash drive as you go throughout the year instead of waiting until the end of the year, it will also serve as a back-up for the key files you are developing on your home computer or school laptop.)*
3. **Treasurer’s File Box:** This file box contains a variety of financial documentation, including hard copies of our monthly bill statements, reimbursement requests, etc. It should contain the previous school year’s financial documentation plus the new documentation that you acquire/produce during the current school year.
4. **Treasurer’s Binder:** This binder should contain hard copies of this job description as well as the school’s by-laws, a list of account numbers *(for our checking, savings, and investment accounts, as well as our insurance policies)*, business cards, and samples of various job-aids that you may find useful *(e.g. tracking sheets, email templates, etc.)*. There are also extra tabs available if you want a place to store hard copies of budget reports, meeting documentation, etc. during your tenure as Treasurer – but please remove those before you hand the binder over to the next Treasurer since they shouldn’t need to look back at the previous years’ information.
5. **Extra Checks & Bank Stamp:** The outgoing Treasurer will pass along any extra blank checks for the school’s checking account as well as the stamp used on the back of checks being deposited. *(If at any point it seems like we are running low on blank checks, talk with the Administrative Coordinator about ordering more.)*
6. **Extra Postage:** The outgoing Treasurer will pass along any extra postage stamps for your use in bill payment, etc. *(You will need to purchase more postage throughout the year as needed, submitting your receipts for reimbursement.)*

**Confidentiality**

* As the Treasurer, you will likely be privy to confidential information about enrolled families, including which families are receiving tuition assistance, which families are struggling with making payments on time, etc. It is very important that you keep any personal information you receive private & confidential and discuss/share it only with those who truly have a need to know.

**Teamwork**

* The Treasurer works & communicates closely with the Administrative Coordinator *(regarding the details of deposits and payments, etc.)*, the Enrollment Coordinator *(for registration, insurance, and tuition check processing, issuing refunds when students withdraw, etc.)*, and the Vice President *(when fines are assessed or assistance is needed following-up with individual families re. non-payment)*. It is crucial that this be a coordinated team effort, both during the initial enrollment process and throughout the entire school year; each team member can only do their jobs properly if they have excellent communications with each other.

**Second Set of Eyes**

* It is unlikely that you will need to send out wide-audience communications as part of your Treasurer role *(since you can easily request that general reminders about tuition due dates, etc. be included in the school-wide emails sent out by the Communications Chair)*. However, if you do find yourself needing to send something to a wide audience *(e.g. the entire school, or a whole class, etc.)*, please make sure to get a “second set of eyes” to review your email ahead of time, just to make sure that everything makes sense and seems accurate. *(This expectation is true for all Board members because it makes the school look unprofessional if we send out erroneous or unclear communications.)* Any member of the Board can perform this reviewer role for you, but you may find that the Administrative Coordinator is the best choice in most cases since the two of you will be working so closely together.

**RECURRING RESPONSIBILITIES**

The information in the [MONTHLY DUTIES](#MONTHLY_DUTIES) section of this document should be very helpful to you each month as you review the responsibilities that you are expected to perform at specific points in time. However, your primary responsibilities relate to processing income and payments for the school, and the work you do in those areas will be similar every month. Instead of repeating the details of those recurring tasks throughout the [MONTHLY DUTIES](#MONTHLY_DUTIES) section, they are summarized below for easy reference.

***School Mail***

Throughout the summer and during the school year, the Treasurer is responsible for picking up and distributing the school mail from the post office on a regular basis. *(Our P.O. Box is #2213 at 1625 Trancas Street.)* In addition to the regular financial bills and statements, tuition payments, etc. that you will be processing yourself, you are likely to receive the following:

* Enrollment paperwork *(which needs to go to the Enrollment Coordinator – please note on the envelope the date it was received)*
* Payroll packets, investment account statements, licensing paperwork, tuition assistance applications, etc. *(which all needs to go to the Administrative Coordinator)*
* Various school supply catalogs, letters addressed to “Director” or “Teacher”, etc. *(which all needs to go to the Teacher/Director)*

During the summer, you will need to work out an appropriate delivery plan with the individuals listed above; during the school year, you can simply put incoming mail into their cubbies. A couple of notes about the P.O. Box:

* It’s very important to check the school’s P.O. Box regularly to make sure that it doesn’t become overfilled. *(If it does, they will pull our mail and you’ll have to pick it up in the office. Also, if we overfill our P.O. Box too frequently, they may force us to upgrade to a larger box, which we definitely want to avoid because it would cost more and force us to update our contact information everywhere it’s listed. In general, you should check the P.O. Box at least every 3-4 days – but you’ll probably need to do it more often when tuition and/or enrollment paperwork is arriving.)*
* The Administrative Coordinator and Enrollment Coordinator both have their own keys for the school’s P.O. Box, and may check it periodically if they are expecting something specific. *(So, if you need to arrange coverage for the school’s mail when you’re going to be out of town, etc., contact one of them for assistance.)*

***Treasurer’s Cubby***

The Treasurer has a designated cubby *(located above the child cubbies in Room 1)*, and you’ll need to monitor the contents of that cubby throughout the school year as members will use it to turn in their reimbursement requests, receipts, etc. Make sure that there are always blank reimbursement request forms available in that cubby so members can access them as needed. *(If you need to print more, you can do so here:* [*http://www.nvns.org/wp-content/uploads/2009/03/NVNS-Reimbursement-Request-1.docx*](http://www.nvns.org/wp-content/uploads/2009/03/NVNS-Reimbursement-Request-1.docx)*.)*

***Providing Information to the Administrative Coordinator***

As the Treasurer, you are responsible for making deposits and writing checks on behalf of NVNS, and you need to provide the details of those transactions to the Administrative Coordinator each month so she can in turn compile the appropriate information for our Book Keeper *(so our income and expenses can be categorized correctly in QuickBooks)*. Arrange a meeting with the Administrative Coordinator as soon as you are ready to start performing your job duties so you can discuss the specifics of what she needs, how often she wants to receive information hand-offs from you, etc. *(Once or twice a month will probably be sufficient for paperwork hand-offs, but you will need to confirm this…and you’ll definitely need to provide any outstanding information for a specific month as soon as possible after that month is complete.)* In the meantime, at a very high level:

* **Deposits:** Provide the Administrative Coordinator with each deposit slip *(or voided check if you are using mobile deposit)* along with a detailed breakdown of the contents of every deposit, so the income can be reported in the appropriate budget categories. *(For example, a deposit totaling $2,600 might contain: $1340 MWF Tuition, $960 T/TH Tuition, $170 Registration, and $130 Insurance. Make sure to give categorized sub-totals like these to the Administrative Coordinator, along with an explanation for any amounts that are outside the norm <e.g. tuition that is higher/lower than the monthly tuition amount, etc.>.)*
* **Payments:** Provide the Administrative Coordinator with each check stub *(attached to the appropriate bill statement or reimbursement request)* along with a detailed breakdown of the contents of every payment, so the expenses can be reported in the appropriate budget categories. *(For example, a reimbursement check totaling $250 might contain: $100 for Parties and $150 for Class Supplies. Make sure to give categorized sub-totals like these to the Administrative Coordinator for any payments that include more than one type of expense.)*

***Account Information & Making Deposits***

As part of your training by the outgoing Treasurer, you should be given information about our Umpqua and Vanguard accounts - including the relevant account numbers and how to access them. You will need our Umpqua checking account number in order to deposit income for the school. You can make deposits at any Umpqua branch, but the location at 1500 Soscol Avenue has a drive-through teller that can be very convenient. *(You can also make deposits using your mobile device – if you choose to do so, make sure that you write “VOID” on the front of each check after you deposit it, and save it for hand-off to the Administrative Coordinator.)* Make note of what each deposit contains and provide that information to the Administrative Coordinator in your next hand-off.

***Registration & Insurance Fees***

During the enrollment period, the Enrollment Coordinator will collect Registration & Insurance fees and hand them over to you for deposit. *(Registration Fees are paid only once for each child; Insurance Fees are due each year a child attends NVNS. So, new students will owe both Registration Fees and Insurance Fees at the time of their initial enrollment, while continuing students will only owe Insurance Fees after their first year. Both of these fees are non-refundable.)* As you receive and deposit these fees, make note of them appropriately so you know who has paid, whether or not their payments have been deposited, how much of each deposit is registration vs. insurance, etc. - then provide the relevant information to the Administrative Coordinator in your next hand-off. *(See related entry under “Enrollment for the Next School Year” in the March section below for more details.)*

***Tuition Payments & Late Payment Fees***

Tuition is due on the 1st of each month *(one month in advance – so September’s tuition is due August 1st, etc.)*, and it is considered officially “late” after the 10th of each month. During the summer, tuition payments will very likely arrive via checks in the mail; during the school year, most tuition payments *(cash or checks)* will be placed directly in the metal Tuition Box in Room 1 - but some families may set up automatic payments, and those checks will arrive in our P.O. Box directly from their financial institutions. *(We do not currently accept tuition payments via PayPal due to the complexities it adds to the process and the fees that are deducted by PayPal.)*

You will need to create a list that you can use to track tuition payments. It should allow you to easily determine which families have already paid and which are still outstanding each month, which families paid tuition late *(and the status of their late payment fees)*, the details of each payment *(e.g. amount, when it was deposited, etc.)*. *(Note that some families may pay the entire year’s tuition all at once, so your list will need to reflect that appropriately so you know that they don’t owe monthly tuition from that point forward.)*

Checks should be deposited in a timely manner *(ideally within a week of receipt)*; please note the contents of each deposit and keep all deposit slips and voided checks for your next hand-off to the Administrative Coordinator.

***For Late Tuition Payments:***

* For any families who have NOT paid tuition by the 10th of the month, you will need to email overdue notices letting them know that they missed the cut-off and that they need to pay tuition plus the appropriate late payment fee within 10 days. *(These overdue notices should go out no later than the 13th of the month to ensure that families have plenty of time to get their payments in before the end of the month.)*
  + *Important Note:* Families who are receiving tuition assistance are only allowed one late tuition payment before they lose their tuition assistance for the remainder of the school year. So, if a family on tuition assistance does not pay tuition by the 10th of the month, in addition to sending the family the normal overdue notice, you will also need to notify the Administrative Coordinator right away. *(The Administrative Coordinator will send them a formal warning letter for the first occurrence, and will terminate their tuition assistance for the second occurrence.)*
* Follow-up notices should be emailed *(with hard copies <inside sealed envelopes for privacy> placed in the appropriate cubbies)* by the 23rd of the month to any families who still have not paid tuition by that point. These follow-up notices should let each family know that if their overdue tuition and late payment fee are not received by the end of the month, their child’s spot at NVNS will be released.
* If any families are still outstanding a few days before the end of the month, reach out to them by phone *(call and/or text)* to make sure they are aware that we still haven’t received their payment and that their child’s spot at NVNS will be released if their overdue tuition and late payment fee are not received by the end of the month. *(If you are unable to reach them or they are uncooperative, reach out to the Vice President for assistance.)*
* Notify the Vice President, President, Administrative Coordinator, and Teacher/Director of any tuition that remains outstanding at the end of the month, since those children will be unable to attend school and their spot will need to be backfilled from the wait list. *(A dismissal notice will need to be issued by the Vice President.)*

***Fines and Fees***

As the Treasurer, you will be need to process any fines and fees owed to the school by enrolled families. Make sure to verify the current fine/fee amounts so you collect the right amount of money, and make note of any fines/fees that you deposit. *(The current fine/fee amounts can be found in the “Fees, Fines, and Payments for Substitutes” section of our online handbook:* [*http://www.nvns.org/members/handbook/*](http://www.nvns.org/members/handbook/)*.)* In addition to the late payment fee covered in the “Tuition Payments & Late Payment Fees” section above, you may need to process:

* **Returned Check Fees:** If one of the checks you deposited is returned by the bank, you should receive a hard copy notification *(if you haven’t already noticed it online)*. You will need to do some research to determine which check bounced and gather the important details *(e.g. the amount, who it was from, what it was for, etc.)*. Then, contact the appropriate family and work with them to collect *(and deposit)* a replacement payment for the check that bounced along with the appropriate returned check fee. *(NVNS charges the family a fee for each returned check because the bank charges us each time a check we deposited bounces.)* Make sure to note all of the relevant details of the original check that bounced as well as the replacement payment and returned check fee, and provide them to the Administrative Coordinator in your next hand-off.
* **Fines *(for Missing Housekeeping Saturday or End-of-Year Clean-Up)*:** If an enrolled family misses their Housekeeping Saturday shift or doesn’t participate in End-of-Year Clean-Up *(without arranging a substitute in advance)*, the Vice President will issue them a notice requiring them to pay the appropriate fine. Once their fine has been collected, the Vice President will give it to you for processing. *(In the event that a fine is submitted directly to you or put in the tuition box without going through the Vice President, make sure to inform the Vice President of the amount and date of receipt so they know the family has paid, then process it appropriately.)* Once you deposit the fine, provide the relevant information to the Administrative Coordinator in your next hand-off.

***Fundraising Income & Donations***

The various members of the Fundraising Team will give you fundraising income that needs to be deposited – either directly or via the metal Tuition Box in Room 1. In addition, you may occasionally receive a donation to the school – either via mail or in the metal Tuition Box in Room 1. Whenever you receive fundraising income and/or donations, make note of the type and amount of the income *(e.g. $50 Merchandise, $100 IWC, $75 KDO/KNO, $20 Donation, etc.)*, then deposit it and provide the relevant details to the Administrative Coordinator in your next hand-off.

***Bill Payments and Reimbursements***

Whenever you receive a bill statement *(from one of our vendors)* or a reimbursement request *(from one of our members)*, review the contents to make sure they make sense, that the balance due reflects the last payment you made *(for bill statements)*, that the receipts are attached and total the amount requested *(for reimbursement requests)*, etc. Then, write a check to pay the bill or reimbursement request in a timely manner, and have another member of the Executive Board co-sign it. *(If you are writing a reimbursement check to yourself, it’s a good idea to have two different Executive Board members sign it instead of you signing a check for yourself.)* Whenever you write a check, pay careful attention to make sure it is for the correct amount, that the numeric and written amounts match, that you have two valid Executive Board signatures *(usually yourself and one other Executive Board member)*, etc. Note on the check stub the date you write the check, the payee, the amount, and the budget category to which the expense applies *(or what the check is for if you are uncertain of the appropriate budget category)*. Then, staple the check stub to the bill statement or reimbursement request, and provide it to the Administrative Coordinator in your next hand-off.

Since bill statements sometimes get held up in the mail and we want to avoid being charged fees, it’s important that you keep track of when you should be receiving *(and paying)* the school’s regular monthly bills. These details may change over time *(and if they have, please update this document accordingly!)*, but currently:

* **Rent *(First United Methodist Church)*:** We pay monthly rent for September through May *(due on the 1st)*, and there are related entries in the August, September, and May sections below that provide more details about turning our rent payment automation on/off at the appropriate times, verifying that our rent payments were successful, etc. *(During the months when our rent automation is active, look at our checking account online each month and make sure that it processed successfully.)*
* **Clark’s/Zeller’s Ace Hardware:** This statement cuts on the 25th and is due on the 10th of the next month. *(We won’t receive a statement from Ace if we don’t have a balance due and haven’t had any activity during the statement period.)*
  + *Note: The various job holders who make hardware purchases for the school should be providing their invoices directly to the Administrative Coordinator, but if any are turned in to you, please pass them along.*
* **AT&T:** This statement cuts on the 1st and is due on the 22nd.
* **Fed Ex Office:** This statement cuts on the 1st and is due on the 31st.
  + *Note: The various job holders who have NVNS Fed Ex cards should be providing their invoices directly to the Administrative Coordinator, but if any are turned in to you, please pass them along.*
* **Wilson’s Feed and Supplies:** This statement cuts on the 1st and is due on the 31st. *(We won’t receive a statement from Wilson’s if we don’t have a balance due and haven’t had any activity during the statement period.)*
  + *Note: The Teacher/Director and Pet Care family who buy pet supplies for the school should be providing invoices directly to the Administrative Coordinator, but if any are turned in to you, please pass them along.*
* **Chase Card Services:** This statement cuts on the 3rd and is due on the 28th. *(This is the Teacher/Director’s credit card, and it is used primarily to pay for class supplies, domestics, monthly health insurance, etc. The Teacher/Director should be providing the Administrative Coordinator with receipts for her individual transactions so they can be categorized appropriately, so you don’t need to worry about providing a summary for this bill – just pay the full balance due as long as nothing seems out of the ordinary.)* Please make sure to pay this bill well in advance of the due date, both to avoid late payment fees and interest, and to prevent adversely affecting the Teacher/Director’s credit score.

***Withdrawals & Tuition Refunds***

If one of our enrolled families decides to withdraw from our program, the Enrollment Coordinator is responsible for notifying you of the effective date so you can provide the family with the appropriate tuition refund. *(Registration and Insurance Fees are not refundable, but tuition is refundable as long as we receive the required written notice at least 2 weeks before the withdrawal date.)* If the student’s withdrawal date is at the end of a month and the family has already paid tuition for the next month, they should receive a full refund for the next month’s tuition. However, if the student is withdrawing in the middle of a month, their tuition refund will need to be prorated. *(Please contact the Administrative Coordinator for assistance with calculating the appropriate proration.)* In the case of a tuition refund due to a withdrawal, you may not have anything to attach to the check stub you hand off to the Administrative Coordinator, so make sure to indicate on the check stub that it represents a tuition refund *(and for which class)*.

**MONTHLY DUTIES**

There are a number of important specific duties that you are expected to do as the Treasurer, and they are *(hopefully)* all captured below so you know what you need to tackle *(and when)*.

**MAY**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Joint May Board Meeting***

The **May Board Meeting** is the first one you will attend as the Treasurer Elect, and it is required for both the outgoing and incoming Boards. The outgoing Board will preside over this meeting. The incoming Board members are there primarily as observers, and to be officially welcomed into their Board service. *(Note that the incoming Board will likely gather at some point during this meeting to schedule and set locations for the* ***Summer Board Meetings****.)*

***Training and Job Transition with Outgoing Treasurer***

Throughout the month of May *(and ideally, starting during the month of April)*, meet with the outgoing Treasurer as needed to get training on and prepare yourself to take over your new job responsibilities. Work together to develop a clear transition plan so you are ready to take over the duties and physical materials of the Treasurer job at the appropriate time. *(For most Board positions, the physical hand-off of job-specific materials and the official transition of job responsibilities happens sometime between the end of the* ***May Board Meeting*** *and the first week of June.)*

***Automatic Payments for Rent***

As part of your training with the outgoing Treasurer, familiarize yourself with the process to review and update our automatic rent payments. We do not pay rent for June, July, or August, so make sure that our rent payment automation was turned off after our May rent was processed – and make sure that you know what you’ll need to do to turn it on again before our September rent is due.

**JUNE**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Signature Authority for NVNS Checking, Savings, and Investment Accounts***

Hopefully, transitioning signature authority for the school’s checking, savings, and investment accounts was taken care of by the outgoing Treasurer before the reins were officially turned over to you. However, if you aren’t already aware of the status of this effort, connect with the outgoing Treasurer as soon as possible to ascertain what needs to happen and work out a plan for completing this effort since you won’t be able to sign checks or move money until it is finished. *(If this signature authority transition process is NOT complete, review the related entries in May below for detailed instructions. Also, even if the outgoing Treasurer mailed the form to transition authority for our investment accounts, it can take some time for that paperwork to be processed. So, you may need to contact Vanguard directly to verify that everything is complete on their end.)*

* *Note: Once you have officially assumed signature authority, you will serve as the school’s primary contact for these accounts. This means that if funds need to be transferred between accounts, you will be responsible for handling the transactions, after getting the appropriate approvals*. *(If you are simply moving money between savings and checking to maintain an appropriate balance in our checking account, discussing the situation with the Administrative Coordinator will probably be all that is needed. However, if you are transferring money between Vanguard and Umpqua, you will need approval from the Administrative Coordinator and President at a minimum – and ideally from the entire Board. <If the situation is urgent and you are unable to get full Board approval in advance, make sure to notify the Board of the transfer as soon as possible after it is complete.> Also, if you are transferring funds between Vanguard and Umpqua, include the Administrative Coordinator on your call so she can help instruct Vanguard re. the relative percentages for each investment account.)*

***Online Authority for NVNS Checking and Savings Accounts***

Hopefully, transitioning online authority for the school’s checking and savings accounts was taken care of by the Administrative Coordinator before the reins were officially turned over to you by the outgoing Treasurer. However, if you aren’t already aware of the status of this effort, connect with the Administrative Coordinator as soon as possible to determine when it will be complete. *(You will not be able to access the school’s checking and savings accounts online until this authority transition is complete. In the meantime, the Administrative Coordinator should be able to look up online information for you if necessary.)*

***Checking Account Balance***

You and the Administrative Coordinator should both be keeping an eye on our checking account balance throughout the summer to determine if we need to transfer money from our savings account to cover summer expenses, and should let the Executive Board and Director know if it looks like this will be required. *(Generally speaking, our summer expenses average between $9,500 to $10,000 per month <primarily for employee compensation>. So, if our checking account balance isn’t high enough after depositing our May tuition to cover several months of summer expenses before our September tuition deposits kick in during August, we may need to move money from savings. If at any point you become concerned about our checking account balance, discuss the situation with the Administrative Coordinator immediately to determine an appropriate path forward.)*

***Budget Review***

You should meet with the Administrative Coordinator *(and ideally, the outgoing Treasurer and the incoming President)* to review the Budget for the new fiscal year and familiarize yourself with what was decided by the previous Board, how to interpret the numbers, etc. *(The Administrative Coordinator will very likely present a review of the Budget at the* ***June Board Meeting****, and it will be helpful for you to understand the Budget ahead of time so you can help answer questions as needed.)*

***June Board Meeting***

The **June Board Meeting** is the first one where the new Board presides. At this and all subsequent Board Meetings during your tenure as Treasurer, provide the Board with any relevant updates regarding the school’s financial activities. This meeting is also a good opportunity to connect with the new Vice President and find out if they are expecting to collect fines from any families who missed End-of-Year Clean-Up.

***Summer Mailer***

The Job Coordinator will prepare a Summer Mailer and email it to all enrolled families; you will very likely be asked to review/provide content regarding tuition payments. *(This effort will probably start in June, but it may be later depending on the Job Coordinator’s schedule.)*

**JULY**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Checking Account Balance***

Continue monitoring our checking account balance throughout the summer to make sure it doesn’t drop too low – see related entry in May for more details.

***Tuition Assistance Families Identified***

The Administrative Coordinator will send you information regarding which families will be receiving tuition assistance during the upcoming school year *(very likely shortly after the* ***July Board Meeting****)*. You will need to update your tuition tracking list accordingly so you know how much tuition to collect from these families throughout the school year.

***September Tuition Due Date Reminders***

During the month of July, it’s a good idea to ask the Communications Chair to include reminders about the upcoming due date for September tuition *(i.e. August 1st)* in school-wide communications emails. However, as the end of July approaches, a more direct approach may be appropriate. Connect with the Enrollment Coordinator in late July to determine if there is a need to remind families who have not yet paid their September tuition – and if so, determine who, how, and when it will be done. A few suggestions:

* If there are still a lot of families whose payments are missing, a group email to all of the families who haven’t yet paid *(using the BCC option so individual families aren’t identified)* may be the most efficient course of action.
* If there are only a handful of families whose payments are missing, making direct contact with them via phone, text, etc. may be more effective.
* Whether or not you two decide to contact families who have not yet paid before the August 1st due date passes will depend largely on the situation *(e.g. how many are still missing, how many school-wide reminders have already gone out, how busy the two of you are, etc.)*.
* However, the two of you should definitely consider contacting families whose payments are still missing as the August 10th deadline arrives, since failure to make that payment on time may result in those families forfeiting their spots for Fall. *(Historically, we know that there are families who do not see the communications emails that go out during the summer, and we don’t have any Parent Meetings during the summer to provide an opportunity for live reminders. So, for the <hopefully small handful of> families who are about to miss the 8/10 due date for September tuition, providing a bit of up-front support can be very helpful.)*

***HAND-OFF TO AC: Workers’ Compensation Audit Information Request***

We typically receive a request from Markel FirstComp *(our Worker’s Compensation Insurance provider)* in early July requesting information for our annual workers’ compensation audit *(for the previous fiscal year)*, and it must be returned within 14 days of receipt. Please give this to the Administrative Coordinator as soon as it arrives so it can be completed and returned before the deadline. *(See related entries in August and September.)*

**AUGUST**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Checking Account Balance***

Continue monitoring our checking account balance throughout the summer to make sure it doesn’t drop too low – see related entry in May for more details.

***Late September Tuition Payments***

If any of our enrolled families miss the August 10th cutoff for paying September’s tuition, their spots at NVNS may be forfeited. So, before you send them the standard overdue notices mentioned in the “Tuition Payments & Late Payment Fees” section above, connect with the Enrollment Coordinator and Administrative Coordinator to determine the most appropriate path forward.

***Automatic Payments for Rent***

Our rent payment automation needs to be turned back on again by mid-August, so it is active well before it’s time for our September rent check to be processed. These automatic payments should be sent to First United Methodist Church *(625 Randolph Street, Napa, CA 94559)*, and they should be scheduled for the 25th of the previous month in order to allow plenty of time for them to get through the mail to the Church by the 1st of the month. Schedule the automation so the first check processes on 8/25 *(for our September rent)*, and the last check processes on 4/25 *(for our May rent)*. *(Check with the Administrative Coordinator to verify how much we should be paying for rent in the new fiscal year, just in case the amount needs to be updated.)*

***Introductory Statements for the September Newsletter***

The Communications Chair will very likely ask all Board members to turn in individual introductory statements for the September newsletter by the **August Board Meeting**. *(Yours should be a brief self-introduction explaining a bit about who you are and what your job at NVNS entails. The newsletters for previous years should be available on the website if you want to see what others have written.)*

***October Tuition Due Date Reminders***

During the month of August, it’s a good idea to ask the Communications Chair to include reminders about the upcoming due date for October tuition *(i.e. September 1st)* in school-wide communications emails. However, as the end of August approaches, you should connect with the Enrollment Coordinator to determine how to proceed with families who have not yet paid their October tuition. *(See “September Tuition Due Date Reminders” section above for related suggestions.)*

***HAND-OFF TO AC: Workers’ Compensation Audit Explanatory Summary***

We should receive an “Audit Explanatory Summary” from Markel FirstComp in early August sharing the results of our annual workers’ compensation audit. *(See related entries in July and September.)* Please give this to the Administrative Coordinator as soon as it arrives so she can review the outcome of our audit.

**SEPTEMBER**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Automatic Payment for Rent***

If you haven’t already done so, within the first few days of September, verify that our automatic rent payment processed successfully in our checking account, and call the Church Secretary *(Diane)* to make sure she received it. *(If you discover any problems, work with the Administrative Coordinator to resolve them as quickly as possible.)*

***Board Set-Up***

Board Set-up involves unpacking and setting up the school so it’s ready for Orientation and the first days of class. It is usually scheduled at the beginning of September, and all Board members are required to participate. *(Due to this requirement, Board members are not expected to sign-up for Housekeeping Saturday shifts during the school year.)*

***Orientation***

Orientation usually takes place sometime during the week before school starts, and all Board members are required to attend. The Job Coordinator organizes Orientation, but as a member of the Board, you will likely be asked to introduce yourself and take an active role in the tour portion of the event. *(Orientation is also a great opportunity for you to collect any missing tuition/fees, and the Enrollment Coordinator will very likely be collecting any missing enrollment paperwork. Make sure to update the Administrative Coordinator immediately if any payments are still missing by the end of Orientation.)*

***September Parent Meeting***

During the **September Parent Meeting**, you will be asked to introduce yourself and share a bit about what your Treasurer position entails. In addition, you should share key information related to your Treasurer duties, including:

* Where/how to pay tuition during the school year *(e.g. cash or checks in the tuition box, automatic check payments sent to our P.O. Box, etc.)*.
* Tuition due date *(1st of each month, one month in advance)* and late payment fees *($25 if received after 10th of each month)*.
* Reimbursement process for school purchases *(blank forms in Treasurer’s cubby – fill one out, attach receipt, and return to Treasurer’s cubby)*.

Parent Meetings are a great opportunity to remind enrolled families that tuition is due and to collect tuition from families who have not yet paid, so plan to cover the tuition topic at future Parent Meetings as well, along with any other relevant updates regarding the school’s financial activities.

***HAND-OFF TO AC: Workers’ Compensation Audit Invoice Statement***

We should receive an audit invoice statement from Markel FirstComp within 45 days of receiving our “Audit Explanatory Summary”. *(See related entries in July and August.)* This invoice should indicate how much we need to pay *(if anything)* for our annual workers’ compensation audit. Please give this to the Administrative Coordinator as soon as it arrives so she can review it and ensure that it matches what she was expecting. *(She will very likely request a check from you so she can pay the appropriate fee.)*

**OCTOBER**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Director’s Retirement Allocation***

The Director’s contract includes the payment of an annual retirement allocation in October every year, which she is required to deposit into an appropriate retirement account. Contact the Administrative Coordinator to confirm the amount of the check *(which should match what we show in the current fiscal year budget)*, then write out the check, get the appropriate signatures, and deliver it to the Director in October.

***Fiscal Year-End Tax and RRF-1 Form Information***

The school’s fiscal year runs from July 1st through June 30th, and the Administrative Coordinator needs to gather and submit financial information to our Tax Preparer so our fiscal year-end taxes and “Annual Registration Renewal Fee Report” *(RRF-1)* form can be filed by November 15th. *(NVNS is registered with the Attorney General’s Registry of Charitable Trusts, and we therefore have to file the RRF-1 form annually <including sending in the required annual registration renewal fee and a copy of our 990 tax return>.)* If you haven’t already discussed the status of this effort, connect with the Administrative Coordinator in early October to see if she needs any assistance preparing the information our Tax Preparer requires. *(Our Tax Preparer will likely request QuickBooks fiscal year-end reports from our Bookkeeper, as well as specific information from our Administrative Coordinator <e.g. Vanguard quarterly statements, fiscal year-end merchandise inventory value, Board of Directors list & hours worked estimates, etc.) (See related entry in November.)*

***Annual Budget Meeting Planning***

The Administrative Coordinator leads the effort to create the new budget for the next school year, so fairly early in the year *(possibly as early as October)*, she will work with the Board to set a date for the **Annual Budget Meeting** *(which will very likely be in mid-February)* so everyone can plan accordingly. The annual budget meeting is required for all Board Members, but as the Treasurer, your participation is particularly important. So, as soon as the date has been set, make sure to note it in your calendar so you are available to participate. *(Ideally, the Administrative Coordinator will also schedule a separate meeting with the Treasurer, Bookkeeper, Director, and President prior to the* ***Annual Budget Meeting*** *<very likely in early February> to develop a draft budget proposal with a smaller group and then share the result with the Board prior to the* ***Annual Budget Meeting*** *<so the Board as a whole has a solid starting point for the* ***Annual Budget Meeting*** *discussion> – so please plan to participate in this pre-budget meeting if requested to do so.) (See related entries in February and March.)*

**NOVEMBER**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Fiscal Year-End Tax Filing and RRF-1 Form***

The school’s fiscal year-end taxes and “Annual Registration Renewal Fee Report” *(RRF-1)* both must be filed by November 15th – so connect with the Administrative Coordinator in early November to find out the status of this effort if it isn’t already complete. *(See related entry in October.)* Our Tax Preparer will include the RRF-1 form as part of the tax packet she produces, and she will contact the Administrative Coordinator when everything is ready. The Administrative Coordinator will request two checks from you *(one to pay our Tax Preparer and one to pay the required RRF-1 fee)* so she can pick-up, sign, and submit our completed forms.

**DECEMBER**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***February Tuition Reminder***

During the **December Parent Meeting**, remind families that tuition for February is due January 1st, since that due date *(and very likely the late payment date as well)* will fall during Winter Recess.

**JANUARY**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Mid-Year Budget Review***

The Administrative Coordinator will put hard copies of the mid-year *(i.e. December)* budget-to-actual report in student cubbies as soon as it is available, and she will review it during the next Parent Meeting *(in January if it’s ready in time, or February if not)*. When you receive your copy, review and familiarize yourself with it so you can help answer any questions that arise during the Parent Meeting discussion.

***HAND-OFF TO AC: Claim for Welfare Exemption Form (BOE-267-A)***

The “Claim for Welfare Exemption (Annual Filing)” form *(BOE-267-A)* typically arrives in the mail from the Napa County Assessor’s office in early January, and is due by February 15th. Please give this to the Administrative Coordinator as soon as it arrives so it can be completed and filed before the deadline. *(This form is extremely important because if it is not filed properly, the Church has to pay severe penalties, which NVNS in turn has to reimburse.)*

***HAND-OFF TO AC: Annual Business License Renewal Form***

The “Annual Business License Renewal” form typically arrives in the mail from the City of Napa Business License Office in early January, and is due before February 15th. Please give this to the Administrative Coordinator as soon as it arrives so it can be completed and filed before the deadline.

**FEBRUARY**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Annual Budget Preparation for the Next School Year***

The Administrative Coordinator leads the effort to create the new budget for the next school year, and will very likely invite you to a small-group meeting in early February to help review/adjust an initial draft budget proposal, then lead the entire Board through a discussion of the resulting fine-tuned budget proposal at the **Annual Budget Meeting** *(probably in mid-February)*. *(The Board will review the current year’s actual numbers and go through the proposed budget for next year, discuss and adjust various amounts as appropriate, then approve the final budget proposal.)* Your thoughts and insights will be very valuable to this process, so please plan to actively participate in both meetings. *(Once the final budget proposal has been approved by the Board, the Administrative Coordinator will put hard copies in the student cubbies so all families have an opportunity to review it before they are asked to approve it at the next Parent Meeting.) (See related entry in March.)*

***Annual Invoices for Liability and Student Accident Insurance***

During the month of February, you should receive our annual invoices for our Liability and Student Accident insurance coverage, and you will ultimately need to write two checks to renew our policies *(one for each policy)*. When these invoices arrive, please discuss them with the Administrative Coordinator to ensure that the premiums are in line with what we were expecting before you sign them and send in our payments – and make sure to keep a copy of the completed invoices for our files. *(Note: What we call our “Liability” policy for budgeting purposes actually includes Property, Liability, and Director’s & Officers coverage. Also, the annual Insurance Fees that we charge all of our enrolled children are calculated to offset the cost of our Liability and Student Accident insurance premiums.)*

***HAND-OFF TO AC: Statement of Information Form (SI-100)***

The “Statement of Information” form *(SI-100)* typically arrives in the mail from the Secretary of State’s office in February, and is due by April 30th. Please give this to the Administrative Coordinator as soon as it arrives so it can be completed and filed before the deadline. *(In theory, we should only need to file this every 2 years <during even-numbered years>, but it’s possible that we will receive it every year, so keep an eye out for it just in case.)*

***HAND-OFF TO AC: Business Property Statement (BOE-571-L)***

Our annual reminder letter about our “Business Property Statement” form *(BOE-571-L)* typically arrives in the mail from the Napa County Assessor’s office in February or March, and is due by April 2nd. Please give this to the Administrative Coordinator as soon as it arrives so it can be completed and filed before the deadline.

**MARCH**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Annual Budget Proposal Presentation to Membership***

The Administrative Coordinator will present a high-level overview of the Board-approved budget proposal for the next school year during the **March Parent Meeting**, answer any questions, then ask the membership to vote to formally approve it. *(The formal approval of the budget proposal by the membership is what sets the tuition, registration, and insurance fees for the next school year – which allows the Administrative Coordinator and Enrollment Coordinator to finalize the enrollment packet paperwork and start the enrollment process. So, it is very important that the budget approval process be as streamlined as possible. Your support in answering questions that arise from the membership will be very much appreciated.) (See related entry in February.)*

***Enrollment for the Next School Year***

The Administrative Coordinator will very likely start enrollment for the next school year during March, which means that the Enrollment Coordinator should start receiving registration and insurance fees *(and possibly some tuition)* for the upcoming school year shortly thereafter. Once the Enrollment Coordinator has logged these payments on their end, they should turn this income over to you for deposit. It’s very important that you make note of any payments that you process for the next school year so you can share that information with the next Treasurer. *(The Enrollment Coordinator should be able to provide you with a list of these next school year payments that you can use for tracking, but if not, you can get a list of enrolled students from the Administrative Coordinator and use that as a basis for creating your own tracking list. Either way, you’ll need to have a clear record of what each family has paid for the next school year, and whether or not their checks have been deposited.)* Also, it is very important that you make sure that any registration fees, insurance fees, and tuition payments for the next school year that are handed off to you for processing are accurately reported as income for the next fiscal year, not the current one. *(This will very likely mean that from this point forward, you’ll need to start including the school year to which your deposits apply in the information you hand off to the Administrative Coordinator. Also, there is no need to hold payments for the upcoming school year until the new fiscal year starts - instead, they should be deposited as they are received and logged as income for the appropriate school year.)*

***Church Room Use Fee***

Our current year budget should include an expense line item for our “Church Room Use Fee”, which is intended to be an unsolicited “thank you” to the Church for letting us use their meeting rooms throughout the year without charging us their normal room use fees. The **March Board Meeting** is a great time to get input from the Board about how to spend that money for the current year *(e.g. a simple check to the Church, a donation to a specific fund, paying for some sort of improvement, etc.)*.

***Treasurer’s Job Description***

The Job Coordinator will very likely be asking all Board Members to review and update their job descriptions during the month of March so they are current and ready to go for the incoming Board Members. You will need to review this document carefully, identify any content that you think should be updated, and work with the Job Coordinator to get the changes made. *(If any of your updates relate to work you do with the Administrative Coordinator and/or Enrollment Coordinator, please share your ideas with them before making the final changes.)*

**APRIL**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***May Tuition Reminder***

During the **April Parent Meeting**, remind families that tuition for May is due April 1st, and that’s the LAST tuition payment for the year – so no tuition is due on May 1st. Mention that families who use automatic payments for tuition should turn them off once their May tuition payment has processed so they don’t send an extra tuition payment.

***Training Your Successor (Treasurer Elect) & Preparing Job-Related Materials***

Board elections normally take place during the **April Parent Meeting**, so once your successor has officially been elected, connect with them to offer your congratulations, give them an overview of their new job, and work out a plan for providing more detailed training. Throughout the rest of April and May, work with the Treasurer Elect to train and prepare them for taking over your job responsibilities, keep them apprised of your major activities, and determine when you will officially hand over the reins. During April and May, make sure that you update and prepare the physical job-related materials you will need to hand over to the Treasurer Elect, including:

* **Treasurer’s Job Description** *(Hopefully, you completed your annual review/update of this document in March, but if you find opportunities for additional improvements as you work with the Treasurer Elect, make sure to let the Job Coordinator know.)*
* **Treasurer’s Files** *(Make sure the contents of the Treasurer’s file box are clearly labeled and ready to hand-off to the Treasurer Elect; as part of this process, pull out the paperwork for the previous fiscal year, band it all together, and archive it to the storage room inside the outdoor playhouse <with a note attached that indicates which fiscal year it represents so it can be destroyed when the appropriate amount of time has passed>; when you are finished, you should end up with a well-organized file box that contains only the current fiscal year’s paperwork.)*
* **Treasurer’s Flash Drive** *(Review the contents of the Treasurer’s flash drive and make sure that it is well-organized and current; add any files or templates you have created or updated that you think might be helpful for the next Treasurer.)*
* **Treasurer’s Binder** *(Review the contents of the Treasurer’s binder and make sure that it is well-organized and current; update anything that is outdated, add any job aids you have created that you think would be helpful, and remove any year-specific content that you have stored inside <e.g. meeting minutes, budget reports, etc.>.)*

***Anticipated Summer Expenses & Potential Savings Withdrawals***

Once the March budget reports have been produced and May’s tuition has been deposited *(hopefully by mid-April)*, work with the Administrative Coordinator to review the current checking account balance and figure out if it seems like we have enough money in it to cover anticipated summer expenses *(e.g. payroll, etc.)* – and if it doesn’t, come up with an estimate of how much will need to be pulled from our savings and/or investment accounts to make up the difference until we deposit September’s tuition *(which is due 8/1)*. *(The Administrative Coordinator will very likely share a quick update on this effort during the* ***April and/or May Board Meetings****, so the rest of the Board knows where we stand financially.)*

**MAY**

Perform the relevant tasks described in the [RECURRING RESPONSIBILITIES](#RECURRING_RESPONSIBILITIES) section above as applicable. In addition:

***Outstanding Reimbursement Requests***

During the **May Parent Meeting**, remind families to submit any outstanding reimbursement requests as soon as possible so their checks can be issued before the end of the school year – and ask them to deposit any reimbursement checks in a timely manner so they clear our bank during the current fiscal year.

***Automatic Payments for Rent***

Once you are certain that our May rent payment processed successfully, make sure that our rent payment automation has been turned off so it is inactive during the summer months when we don’t pay rent *(i.e. June, July, and August)*. Use this as a training opportunity for the Treasurer Elect, so they know how to work with the automation and will be able to turn it back on before September’s rent payment is due.

***Joint May Board Meeting***

The **May Board Meeting** is required for both the outgoing and incoming Boards, with the outgoing Board presiding and welcoming the incoming Board into their new jobs. If you have already completed your training of the Treasurer Elect and are ready to officially transition responsibility, this meeting can be a good opportunity to complete your hand-off of physical materials *(e.g. keys, flash drive, file box, extra checks, bank stamp, extra postage, binder, etc.)*. *(If you are not yet ready to complete this transition, you can do this physical hand-off at a more appropriate point in time.)*

***Salary and Paid Time Off Updates for New Contracts***

The President should be asking the new Executive Board to sign contracts for the next fiscal year for our Teacher/Director and Administrative Coordinator during the **May Board Meeting**. If the new contracts reflect any changes to salary numbers or paid time off allowances *(as compared to the current fiscal year)*, our Payroll Contact will need to be notified. Check in with the Administrative Coordinator after the **May Board Meeting** to confirm that this has taken place.

***Training Your Successor (Treasurer Elect) & Completing Official Job Transition***

Continue working with the Treasurer Elect throughout the month of May to ensure that they are fully trained and ready to take over your job responsibilities, and share information about any registration, insurance, or tuition payments that you have already processed for the next school year. If you haven’t already gotten everything ready to hand over to them *(e.g. job description, physical files and materials, flash drive, binder, etc.)*, make sure you do so during the month of May. *(For most Board positions, the physical hand-off of job-specific materials and the official transition of job responsibilities happens sometime between the end of the* ***May Board Meeting*** *and the first week of June. For the Treasurer job, it may be helpful to complete the transition before the end of school so you are still available to answer questions when the Treasurer Elect first starts performing the duties of the job.)*

***Online Authority for NVNS Checking and Savings Accounts***

Once you have determined when you want to officially hand over your financial duties to the Treasurer Elect, contact the Administrative Coordinator to discuss your timing plan, and ask that she take care of transitioning online authority for our Umpqua accounts from you to the Treasurer Elect at roughly the same time as the physical signature authority change will take effect. *(We can only have two people with online authority for our Umpqua accounts free of charge, so the Administrative Coordinator manages the main NVNSADMIN account and uses that account to remove the outgoing Treasurer and add the Treasurer Elect each year during the Board transition process.)*

***Signature Authority for NVNS Checking, Savings, and Investment Accounts***

You are responsible for coordinating the annual transition of signature authority for the school’s checking, savings, and investment accounts to the new Executive Board. This process takes quite a bit of time and effort, and it is extremely important because the new Treasurer can’t start writing checks until it is complete. You’ll need to start this process a few weeks before you want to officially transition the school’s financial responsibilities to the Treasurer Elect, so make sure the two of you decide upon that planned transition date as part of your training process and plan accordingly. The information in the “Transition for Umpqua Checking & Savings Accounts” and “Transition for Vanguard Investment Accounts” sections below should help guide you through the various steps of this process – but if you have any questions or need assistance, contact the Administrative Coordinator. *(The suggested timing below assumes that you will be handing over the reins during the last week of May or first week of June. You will need to adjust it a bit if you are planning on a significantly earlier / later transition.)*

***Transition for Umpqua Checking & Savings Accounts***

There are 3 main steps you will need to coordinate to complete the transition of signature authority for the school’s Umpqua accounts from the outgoing Executive Board to the new Executive Board, specifically:

1. **Formal Request Letter:** Connect with the Administrative Coordinator in early May and ask her to prepare this year’s letter requesting a change to the signature authority for our checking and savings accounts from our outgoing Executive Board to our new Executive Board. *(She has a template that contains the information the bank requires, and can easily update it with the appropriate names and dates and print a hard copy.)* Once the letter is ready, you will both need to sign it, then you will need to physically submit it to Umpqua’s 1500 Soscol branch. *(While you’re there, get 4 copies of their “Customer Information Form” so you’ll have them available for the next step in this process.)*
2. **Customer Information Forms:** During the **May Board Meeting**, share your transition plan with the joint Boards and explain at a high-level what the new Executive Board members will need to do. As part of this overview, give each of the new Executive Board members a copy of Umpqua’s “Customer Information Form” and ask them to fill it out, then submit it to Umpqua *(either directly or through you)*. *(Umpqua uses the information they collect on these forms to create the new signature cards for our accounts.)*
   * ***Note:*** *If any of the new Executive Board members are continuing as Executive Board members from the current year, they will NOT need to fill out a new “Customer Information Form” since Umpqua already has their information and they are already current signers on the account.*
3. **Signature Card Signing:** Once Umpqua has our formal request letter and completed “Customer Information Forms” for all 4 Executive Board members, they will prepare new signature cards for our accounts and notify you when they are ready. At that point, you’ll need to ask each of the new Executive Board members to go in to the branch at 1500 Soscol, review their information, and sign the new signature cards. *(Remind them that they’ll need to bring with them whatever Primary and Secondary ID they provided on their “Customer Information Forms” so the bank can verify their identity.)*
   * **Note:** Signature card signing doesn’t have to be done as a group – it’s totally fine for each person to go in separately and sign the cards whenever it is convenient.
   * **Note:** This signature card signing is what determines the timing of the final signature authority transfer – and once it is complete, you will no longer be able to sign checks. So, make sure to coordinate the timing of completing this final piece and your training of the Treasurer Elect so you are ready to officially hand over the reins when it is finished. *(The simplest way to be sure of the timing of the transition is to have the Treasurer Elect hold off on signing until the other 3 Executive Board members have signed. That way, the Treasurer Elect’s signature will be the final one before the official transition takes place. Once you get confirmation that the final person has signed the new signature cards, contact Umpqua to verify that everything is in place & the transition is officially complete.)*
   * ***Note:*** *If any of the new Executive Board members are continuing as Executive Board members from the current year, they will ONLY need to bring their Driver’s License when they go sign the new signature cards since Umpqua verified their secondary ID before adding them to the account originally.*

***Transition for Vanguard Investment Accounts***

In order to transition signature authority for the school’s Vanguard accounts from the outgoing Treasurer and President to the Treasurer Elect and President Elect, you will need to fill out, get signatures, and submit Vanguard’s “Organization Resolution” *(Form VORF)*, which is available online. *(Go to* [*https://personal.vanguard.com/us/literature*](https://personal.vanguard.com/us/literature)*, then under “Grant Access to Your Accounts”, click on “Business or Organization”, then select the option to view and print the “Organization Resolution” form)*. The **May Board Meeting** can be a great opportunity to get the required signatures from the new Treasurer and President, so if you can prepare the form ahead of time, it’s a good idea to bring it with you to that meeting. To fill out the form, pull out a copy of the previous year’s form from the file box and use it as a sample. Please realize that the form may change over the years *(and if it does, these instructions will need to be updated!)* – but based on the current form, the following instructions should help:

* **Page 1:** Fill out Organization Information and select Option A under “Type of Authorization”.
* **Page 2:** Fill out authorized signatory information for the Treasurer Elect and President Elect. *(This form will replace the previous one, so only people on this form will have access to the school’s Vanguard accounts once it has been processed.)*
* **Page 3:** Fill out the email address for the Treasurer Elect to have online access.
* **Page 4:** *N/A (If you selected Option A in Section 2, you don’t need to fill this out.)*
* **Page 5:** Read this page for understanding before you sign on Page 7.
* **Page 6:** *N/A (If you selected Option A in Section 2, you don’t need to read this.)*
* **Page 7:** Fill out authorized signatory information for the Treasurer Elect and President Elect, and have them both sign and date it.
* **Page 8:** Make a copy of the completed form *(Pages 1-8)* for the Treasurer’s file, then mail Pages 1-7 as instructed on Page 8.

Once you have mailed this form to Vanguard, wait a week or so for them to receive it, then call to confirm that they have processed it successfully. Then, let the Treasurer Elect and President Elect know that they are now the official contacts for the school’s Vanguard accounts. *(Alternatively, if it makes more sense based on your agree-upon transition timing, hand this confirmation piece over to the Treasurer Elect and let them make the phone call to Vanguard.)*