

SNOQUALMIE VALLEY SCHOOLS FOUNDATION TREASURER

BRIEF DESCRIPTION OF TASKS:

EVERY MONTH:

- Do bank reconciliations (1hr)
- Enter Click and Pledge 365 Club Members into Quick Books (1.5hrs)
- Contact 365 Club Members that had their credit card rejected (0.5hr)
- Enter Paypal Donations (0.5 hour)
- Prepare financial documents for Board meeting (1hr)
- Write checks and enter them in Quick Books (1hr)
- Deposit any checks received and enter them in Quick Books (1hr)
- Board meetings (2hrs)
- Executive meetings (2hrs)

10 HOURS A MONTH

OTHER TASKS OVER THE MONTHLY ONES:

OCTOBER/NOVEMBER:

- Fall Fundraising: enter Paypal donations in Quick Books (7hrs)
- Prepare a list with donors addresses for "Thank you" cards (3hrs)

ADDITIONAL 10 HOURS

DECEMBER

- Prepare and send tax letters for Fall Fundraising donations (5hrs)
- Send invoices to Sponsors for Luncheon (5hrs)
- Preparing tax documents for Cheryl (1hr)

ADDITIONAL 10 TO 12 HOURS

JANUARY

- Prepare and send tax letters for 365 Club Members (5hrs)
- Send invoices to sponsors for Luncheon (5hrs)
- Miscellaneous requests for Luncheon (2hrs)

ADDITIONAL 10 TO 12 HOURS

FEBRUARY

- Miscellaneous requests for Luncheon (5hrs)
- Table captain meeting and 365 Club event (3hrs)

ADDITIONAL 8 TO 10 HOURS

MARCH

- Getting everything ready on Luncheon day plus Luncheon (5hrs)
- All the accounting for Luncheon money received (20hrs)

ADDITIONAL 25 HOURS

APRIL

- Finishing with accounting of Luncheon money (10hrs)

ADDITIONAL 10 HOURS

MAY

- Prepare Budget for following year (2hrs)

ADDITIONAL 2 HOURS

JULY/AUGUST

- Prepare annual report and charitable annual report (2hrs)

ADDITIONAL 2 HOURS