

CFFU ACTION PLAN WORKSHEETPosition/Activity/Chair/Committee: **Treasurer****Description/Purpose:**

The treasurer is responsible for accounting for all receipts and expenditures of fiscal resources. The treasurer must prepare financial records and make them available to an auditor on a yearly basis. The treasurer maintains a list of all CFFU assets. The treasurer keeps the official file of all insurance policies, bank signature cards, annual audit reports and any other financial related materials.

Tasks and Activities:

1. Prepare and submit to the Board of Directors, with the assistance of the President, a budget for approval at the January Board meeting.
2. Prepare detailed monthly reports of cash receipts, disbursements and other appropriate reports as requested by the Board.
3. Prepare an annual financial report of income, expenditures and all assets and liabilities for the general membership to be made available to the membership at the February general membership meeting.
4. Assist an independent auditor with an annual audit of the CFFU financial records and procedures.
5. Maintain a list of CFFU assets and update the list on a regular basis. The list should be available for inspection at all board meetings.
6. Assure that the check signature authority is transferred to the new Treasurer and President after the elections of officers.
7. Maintain the official file of all CFFU insurance policies, bank signature cards, annual audit reports and any other financially related documents.
8. File raffle reports each month to the state.

Resource Requirements		Cost
1.	Office Supplies	100.00
2.	Tax prep fees	300.00
3.		
4.		
5.		