

California Academy of Nutrition and Dietetics

Coastal Tri Counties District

Treasurer/Annual Timeline

The “New Year” begins June 1st of each year, May 31st is the year end

May/June:

- President, Treasurer and President elect must go to bank to transfer account into the new incoming president’s name. Must also transfer to the new treasurers name if it is the end of their term.
- Current Treasurer to provide position training to incoming treasurer, transfer files, set up PO box in new treasurers name, pass on keys.

June/July

- Attend the summer board meeting, bring financial summary to meeting, assist team with setting budgets for the year.

September/October

- Attend the fall networking event, pay vendor, and collect membership dues at event.

November/December

- Attend the winter board phone meeting, report financial summary at meeting.

January/February

- Attend winter workshop, assist at the registration table for payments as needed, bring mileage reimbursement form to workshop, create invoices for the speakers, pay speakers for event + mileage at the event, pay vendor.

March

- National Nutrition Month, assist with payment of events as needed.

April/May

- Attend the spring fling, assist at the registration table for payments as needed, bring mileage reimbursement form to workshop for speakers, create invoices for the speakers, pay speakers for event + mileage at the event, pay vendor.
- President, Treasurer and President elect must go to bank to transfer account into the new incoming president’s name. Must also transfer to the new treasurers name if it is the end of their term.

California Academy of Nutrition and Dietetics

Coastal Tri Counties District

Treasurer/Annual Timeline

On Going Responsibilities (Monthly)

- Pay the annual rent on the PO Box and checking it regularly
- Process member dues and forward applications to the membership chair
- Maintain the CTC PayPal account
- Coordinate with the website team to include pay pal account buttons on the website for events.
- Track monthly statements for the CTC bank account and keep the business checkbook
- Process payments for CTC events
- Pay CTC bills for website hosting and donations
- Attendance is required of the treasurer at all events for payment processing, obtaining signatures for invoices from speakers and receiving membership payments.