

# CHAMPIONS COMMUNITY IMPROVEMENT ASSOCIATION

## TREASURER

### DUTIES AND RESPONSIBILITIES

#### **The Treasurer shall:**

1. Works closely with the CCIA CPA. Note: The CPA has custody of the funds of the CCIA, performs all accounting functions, and sends out the annual maintenance fee invoices.
2. Obtains all receipts for reimbursements for neighborhood events, reviews, approves, and forwards to the CPA for payment.
3. Creates the annual CCIA Budget, presents to the Board for approval, and for publication in the Champions Community Bulletin newsletter.
4. Reports to the Board at the monthly meeting, the CCIA's current financial situation.
5. Researches avenues for investing the CCIA's money and gives advice on money management.

#### **General:**

1. Attend the monthly Board Meeting which is the first Tuesday of every month at 7:00pm at John Wesley United Methodist Church.
2. Attend the Annual Meeting which is the 3<sup>rd</sup> Tuesday of March at 7pm at John Wesley United Methodist Church.
3. Maintain copies of all contracts.
4. The CCIA is a tax exempt organization. Any items purchased on behalf of the CCIA are tax exempt, thus a copy of the CCIA Tax Exemption Certification must be presented when making purchases.
5. At the end of your term, forward all applicable documentation pertaining to your position to the new Treasurer. If needed, older documents can be archived in the CCIA storage unit.