

**Bloomington Monthly Meeting  
Religious Society of Friends**

**Officer's Charge**

**Job Title:** Treasurer

**Term & Dates of Service:** Appointment begins July 1 and ends June 30; may be reappointed annually.

**Selection Process:** The nominating committee proposes a candidate for approval by Monthly Meeting.

**Qualifications:**

1. Member of Bloomington Monthly Meeting
2. Good organizational skills; basic accounting skills
3. 1 to 5 hours per week time commitment; more when budget reports are due.
4. Computer and computer skills.
5. Attends Meeting for Worship and Meeting for Worship with Attention to Business regularly.

**Principal Job Duties**

1. With the Assistant Treasurer
  - Collects and records income to the Meeting and deposits it to the Meeting's accounts.
  - Pays obligations of the Meeting and disburses funds as directed by Monthly Meeting or by Committees or Meeting officers as authorized by Monthly Meeting.
2. Assists the Property & Finance Committee to prepare an annual budget for each calendar year.
  - Presents a preliminary budget at the December Monthly Meeting for Business
  - Presents a final budget at the January Monthly Meeting for Business.
  - The Treasurer keeps records of income and expenses and reports quarterly to Monthly Meeting. Prepares an annual Treasurer's report for the January Monthly Meeting for Business and 3 quarterly Treasurer's reports in April, July and October.
3. Maintains the integrity and accuracy of the accounting software the Meeting uses for its accounting system.
4. Files required tax forms with state, county, and if necessary, federal authorities, and maintains the Meeting's tax exemptions.
5. Reports to Yearly Meeting as required.
6. Serves on the Board of Directors and as an Officer, in accordance with Articles 4 and 6 of the Bylaws. Executes negotiable instruments, in accordance with Section 8.1 of the Bylaws.
7. Serves on the Naming Committee to bring forward names of people to serve on the Nominating Committee.

**Bloomington Monthly Meeting  
Religious Society of Friends**

**Officer's Charge**

**Coordination Required**

1. Serves as ex officio member of the Property & Finance Committee.
2. Works with all officers, representatives and committee clerks to prepare the annual budget.

**Budget Considerations**

The Treasurer will submit a budget request for supplies (such as ledgers and paper, postage, copying, and accounting software) to the Clerk of the Property & Finance Committee by last day of September each year. Costs associated with this position are in the Property & Finance Committee's budget line.