



Treasurer Responsibilities

- ◇ Responsible for collection and disbursements of all funds of the club and maintain accurate records of the same.
- ◇ Make the Sale Deposit after the sale totals have been completed.
- ◇ Give a financial report at monthly meetings and in the newsletter.
- ◇ Responsible for coordinating a budget
- ◇ At the beginning of the year the treasurer shall turn over all records to the incoming treasurer.
- ◇ Prepare information, along with the Secretary, for paying National dues in September.
- ◇ Prepare Financial Statement for fiscal year of August 1st-July 31st by October 1st. This is to be sent to The National Organization of Mothers of Twins Clubs, Inc. for tax purposes. This report is due to the President by October 1st for submission to National by March 1st of the following year.
- ◇ Work with club secretary to maintain an updated club directory and those members who have paid their yearly dues.
- ◇ Assist an independent auditor while they audit the club books once a year.