Woodinville Toddler Group
Job Description
TREASURER

Summary: The treasurer is responsible for managing the short and long-term financial needs of Woodinville Toddler Group (WTG). Key responsibilities include managing the annual budget, managing tuition payments in Jovial.org, collecting tuition check payments and making timely deposits, reviewing and paying invoices, and reimbursement requests. Additional duties include printing monthly budget reports for meetings, confirming quarterly teacher payroll, handling confidential information of fee waiver applicants, and working with the bookkeeper to reconcile the bank accounts each month as well as the professional accountant for year-end taxes. The Treasurer uses Excel, Quickbooks, and Jovial.org (training provided for Quickbooks and Jovial).

Estimated Time Commitment: 6-10 hours/month; Variable

Peak Busy Times: Summer while learning and getting everything set up. Tuition collection periods in September, November and February. Accounts Receivable and Accounts Payable is where most of the time is spent. There is great flexibility in timing for most tasks on when they can be completed.

Please do not use WTG member's information such as addresses, phone numbers, or emails for personal use. When your term is over please delete/destroy any rosters and WTG member's information in your possession.

<u>**Responsibilities**</u>

Quarterly Tuition: Create tuition fees in Jovial in summer and confirm accuracy each quarter. Follow up with families as needed, and assist new families that join mid-year.

Receive Payments (Accounts Receivable): Monitor online Jovial payments multiple times a week during tuition payment periods in August, November and February (most families pay online), contact families if there are errors. Check deposit boxes weekly for cash/check payments during payment periods, and update family accounts accordingly in Jovial. Tuition is submitted usually between the last week of the prior quarter and week 3 of the quarter (fall through spring). Most registration fees are received in spring, and more slowly during summer and school year.

Deposit Checks: Visit the bank *in person* to deposit checks in a timely fashion.

Accounts Payable: Check the PO Box in downtown Woodinville to receive mail. Review and write checks for invoices and completed reimbursement forms from board members for approved purchases. Record expenses in Quickbooks. TBD if checks will require two signatures during 2022-23 (it was prior to the pandemic, but isn't currently). Mail/distribute as needed.

Fee Waivers: Work with the Fee Waiver Committee to approve fee waiver applications. Update Jovial for approved waivers.

Payroll: Send quarterly email to payroll company to confirm payment to teachers is processed on time. Provide documentation as needed for new teachers (not expected for 2022-23) and yearly tax documents.

Budget: Assure a working budget is in place and approved for the school year. Send the monthly budget report prior to the board meeting. Present and explain the budget at the monthly WTG board meeting, and to families that request it. Present recommendations for tuition and reservation fees for the following year to the board for discussion and vote. Draft a budget in winter/spring for the following fiscal/school year.

Accounting: In autumn provide requested information to the accountant so that taxes can be filed (this is much easier than personal taxes, as we have streamlined the process and the accounting team is excellent).

Bookkeeping: Work with the paid bookkeeper to reconcile the checking account every month. Complete an Annual Audit report in summer to be submitted to the Parenting Education Coordinator at LWIT (approx 2 hrs of work). Keep paper and electronic files organized and up-to-date.

Business Licenses: Renew corporate licenses and the Annual Charities Registration.

Teacher Contracts: Work with the President to renew employment agreements with instructors for the following school year.

Board Duties: Attend all monthly board meetings. Attend Board Set Up in August and Board Clean Up in May (children welcome).

Miscellaneous: For donations received, work with the Secretary to provide a "thank-you" note. Pay insurance through LWIT. Attend Treasurer Training in summer conducted through LWIT Parenting Education Program. Provide financial summaries to families and member meetings as requested. Create and distribute 1099's for vendors paid over $600 (usually just one). Maintain accounts for company donation programs. Working home printer is preferred to print emailed invoices, contracts that must be signed, etc but not required.

Physical Items Held at the Home of the Treasurer:
- One small and one large box of past and current financial records.

To Show Our Appreciation: This position is not allowed to be compensated, as Board Members have voting rights and for insurance purposes must be volunteers. In order to recognize the hard work of all board members, WTG holds a Board Appreciation event at the end of the year. All families who attend WTG, including board members, are eligible to apply for a Fee Waiver if needed.

Calendar of Responsibilities	
Month	**To Do**
Ongoing Monthly Duties	- Pay next month's rent by the 1st of that month - Work with Bookkeeper to reconcile prior month's bank statement - Pay invoices, check requests, and other bills in a timely manner - Check deposit boxes regularly for checks (weekly in Sept, Nov, Feb) - Review reservation fees and tuition paid electronically via Jovial, and enter check payments into Jovial as needed; make bank deposits as needed - Week before Board meeting: Email two reports from Quickbooks to president - Attend monthly board meetings

	● Work with Fee Waiver Committee on approval of any applications (most busy Aug – Sept) ● Update Jovial accounts as needed (most busy Aug – Sept)
May	● Begin learning about the Treasurer position ● Attend board meeting (if possible) ● Review Treasurer supplies and order/purchase more as needed (checks, deposit slips, stamps, etc)
June (Beginning of New Board)	● Maintain ongoing duties ● Attend Treasurer Training (date TBD) ● Email the new teacher employment agreements to payroll company ● Finalize the new fiscal budget (based on prior Treasurer's recommendations) and discuss at June meeting ● Update names on financial accounts, including adding new check signers to the checking account (requires in-person visit to bank) ● Request volunteers for Fee Waiver committee; create tracking spreadsheet ● Send out reimbursement instructions and form to board members
July	● Maintain ongoing duties ● No board meeting usually ● Quickbooks: Use a Journal Entry to move the current year's Reg Fees from the last fiscal year to the current fiscal year. Enter approved Budget ● Begin work on Annual Financial Review report
August	● Maintain ongoing duties ● Attend mandatory board set-up day (3-4hrs, kids welcome) ● Complete Annual Financial Review ● Review/Update Jovial family accounts with correct fall tuition amounts/Fee Waivers. Email families the Jovial link. ● Email tuition reminder and Jovial link to families ● Determine with CCs when the quarterly Treasurer Report will be included in the weekly email to families ● Contact accounting firm regarding file tax form 990

September	● Maintain ongoing duties
	● Confirm payroll for Summer Quarter Hours with payroll company
	● Submit docs to accountant for 990 Form regarding prior calendar year (usually just a compiled list of all board members)
	● Fall quarter tuition:
	  ○ Collect tuition checks, record payments in Jovial, make bank deposits
	  ○ Monitor Jovial payments, follow up with families that haven't paid

October	● Maintain ongoing duties ● At membership meeting, give a quick financial status to families, let them know that fee waivers and financials are available upon request

November	● Maintain ongoing duties
	● Winter quarter tuition:
	  ○ Review/Update Jovial family accounts with correct tuition amounts/Fee Waivers
	  ○ Email tuition reminder to families by the 8th week of the quarter
	  ○ Collect tuition checks, record payments in Jovial, make bank deposits
	  ○ Monitor Jovial payments, follow up with families that haven't paid

December	● Maintain ongoing duties

	● Confirm payroll for Fall Quarter Hours with payroll company ● Relax and enjoy the holiday season!
January	● Maintain ongoing duties ● Receive quarterly report and W-2s for instructors; distribute accordingly ● Create and distribute 1099's for vendor paid over $600, bookkeeper can assist ● Begin building a Preliminary Budget for next year ● Renew Business and Annual Corporate Licenses

February	● Maintain ongoing duties
	● Review/Update Jovial family accounts with correct spring tuition amounts/Fee Waivers
	● Spring quarter tuition:
	   ○ Review/Update Jovial family accounts with correct tuition amounts/Fee Waivers
	   ○ Email tuition reminder to families by the 8th week of the quarter
	   ○ Collect tuition checks, record payments in Jovial, make bank deposits
	   ○ Monitor Jovial payments, follow up with families that haven't paid

March	● Maintain ongoing duties ● Confirm payroll for Winter Quarter Hours with payroll company ● Collect and record next year's registration fees
April	● Maintain ongoing duties ● Assist President on the renewal of the employment contracts for instructors
May	● Attend mandatory Board Put Away day ● *Bookkeeper*: File the Annual charities renewal paperwork ● Prepare and train the replacement treasurer