

MADISON CATHOLIC WOMAN'S CLUB

TREASURER

1. Attend as many Madison Catholic Woman's Club Board of Directors (BOD) and General Meetings as possible during two-year term.
2. Make bank deposits of all monies collected from dues, charitable contributions, monthly programs, fund raising event, etc...
 - The President/Co-President's letter and dues notices are mailed in June.
 - Checks for dues and charitable contributions are mailed to the Treasurer.
 - Dues payments are recorded on each member's card in the card file.
3. Bring checkbook to all meetings in order to pay bills as necessary such as Insurance and fee for raffle application.
4. Send a \$10.00 Mass stipend to each deceased member's parish and suggests family of deceased contact parish requesting time of Mass.
5. Write checks in May or June for educational and charitable contributions that have been decided on by the Projects Committee and approved by the BOD.
6. Balance checkbook monthly when bank statement arrives.
7. Prepare a monthly financial statement for Board meetings. Make a copy for President/Co-Presidents.
8. Invest any surplus cash in a CD for six months to earn extra money after the September fund raising event.
9. Meet with the Auditors in July for an examination of checking account.
10. Send reminder notices in the fall to members who have not yet paid their yearly dues.
11. Meet with Membership Book Chairman to verify names, addresses and membership status before the new book goes to print in August.
12. Additional important information:
 - Indicia (Postal permit#) is 1349
 - Wisconsin Tax Exempt number is ES 7573
 - Federal I.D. number is 1460619
 - Associated Bank account number is 0100093701