

JOB DESCRIPTIONS

MODEL 1

- a. State Chapter Committee Treasurer**
- b. State Chapter Committee Financial Secretary**
- c. Advisory Council Treasurer**
- d. Advisory Council Financial Secretary**
- e. Counter 1 - Post Office Box**
- f. Counter 2 - Post Office Box**
- g. Counter 1 - Team Meeting and/or Fund Raising Event**
- h. Counter 2 - Team Meeting and/or Fund Raising Event**

JOB DESCRIPTION - MODEL 1**a. State Chapter Treasurer**

- a. Receive cash, which is checks and currency, from any source.
- b. Deposit cash in the bank using two-part deposit slips.
- c. Provide a copy of the deposit slip and deposit receipt from the bank to the State Financial Secretary.
- d. Maintain a supply of deposit slips and rubber endorsement stamps for the State bank account. Provide for secure, locked storage of same.
- e. Provide a supply of deposit slips and an endorsement stamp to each Advisory Council Treasurer, and to the person designated as Counter 2 for the State Chapter Committee PO Box.
- f. When a Post Office Box or other mailing address is maintained by the State Chapter Committee, appoint two persons to retrieve the mail and count any cash received. The State Treasurer may be one of the appointees. If the donations received by mail are, on average, less than six per month, the Treasurer or the person designated as Counter 1 may perform both Counter 1 and Counter 2 functions.
 1. Designate one person as Counter 1 who will retrieve the mail at regular intervals commensurate with the volume of mail.
 2. Designate a second person as Counter 2 who will help count and document any cash received.
- g. Upon receipt of disbursement authorization from the State Financial Secretary, make payment as soon as possible after receipt. When payment has been made, return a copy of the check and the supporting documentation to the State Financial Secretary, noting on the documentation when the check was mailed.
- h. Oversee and provide training advice to the Advisory Council Treasurers.

JOB DESCRIPTION - MODEL 1**b. State Chapter Financial Secretary**

- a. Receive all invoices, requests for reimbursement and requests for advances from State Chapter Committee members, Advisory Council members and Core Team members.
- b. Verify the expenditure is in accordance with these Financial Policies and Practices. If not, contact the State Committee Chair for disposition of the charge or request.
- c. Enter data from item a. into QuickBooks, create the disbursement authorization and send the information to the State Treasurer. The disbursement authorization will include at a minimum a voucher authorizing the payment, using the Cash Disbursement Voucher form attached as Exhibit C or its equivalent, or a check prepared for the payment. Either option will be accompanied with supporting documentation such as an invoice or a request for reimbursement.
- d. Reconcile Receipt Logs and deposits. Notify the State Treasurer and the Advisory Council Treasurer when deposits are made from the Advisory Council team meetings and from Advisory Council Post Office receipts.
- e. Send an IRS acceptable acknowledgement letter for all donations received through the State Chapter Post Office Box. This letter should contain the phrase, "We acknowledge that no goods or services were rendered in exchange for this donation." (Note: Another person could perform this activity at the direction of the State Financial Secretary.)
- f. Maintain all records, including documentation of receipts, deposits, disbursements and payments for five years.
- g. Reconcile the monthly bank statement with the check register and the General Ledger each month. Submit the reconciliation to the Treasurer for concurrence and then to the State Chapter Committee Chairperson for review.
- h. Submit all required reports to the International Office in QuickBooks format. .
- i. Provide financial reports at the State Chapter Committee meetings, and whenever requested by the State Executive Committee.
- j. Prepare an Annual Budget for submission to the State Chapter Committee for approval at its first meeting of the year.
- k. Oversee and provide training advice to the Advisory Council Financial Secretaries. Assist each Advisory Council with the preparation of an Annual Budget for their activity. Exhibit E is a suggested format for an Annual Budget.

JOB DESCRIPTION - MODEL 1**c. Advisory Council Treasurer**

- a. Together with the Advisory Council Financial Secretary, oversee and provide advice to ensure that the collection of all monies by the Advisory Council at team meetings, fund raising events, from a PO Box or by any other means is in accordance with These Policies and Practices.
- b. Maintain a supply of deposit slips and rubber endorsement stamps for the State bank account. Provide for secure, locked storage of same.
- c. Provide a supply of deposit slips and an endorsement stamp to the team or fund raising event person designated as Counter 2 before the first team meeting or the start of the fund raising event. Obtain custody of any excess deposit slips and the endorsement stamp from Counter 2 within one week after the completion of the weekend or the fund raising event.
- d. Provide a supply of deposit slips and an endorsement stamp to the person designated as Counter 2 for the Advisory Council PO Box.
- e. When direct deposit to the State bank account is not feasible for the team Counter 2, fund raising event Counter 2 or the PO Box Counter 2, receive cash and make deposit to the State bank account. Send deposit slip and deposit receipt from the bank to the State Financial Secretary.
- f. When a Post Office Box or other mailing address is maintained by the Advisory Council, appoint two persons to retrieve the mail and count any cash received. The Advisory Council Treasurer may be one of the appointees. If the donations received by mail are, on average, less than six per month, the Treasurer or the person designated as Counter 1 may perform both Counter 1 and Counter 2 functions.
 1. Designate one person as Counter 1 who will retrieve the mail at regular intervals commensurate with the volume of mail.
 2. Designate a second person as Counter 2 who will help count and document any cash received.
- g. Working with the Team Leader, appoint two persons and two alternates to collect money at the team meetings. These persons should be members of the Core Team such as the Advising Leader, Agape Coordinator (KI) / Chair (KT) / Leader (KO). The primary appointees, designated Counter 1 and Counter 2, will ensure that they or their alternates are at every team meeting. The Advisory Council Treasurer may be one of the appointees if a member of the team.
- h. Working with the fund raising event coordinator, appoint two persons, designated Counter 1 and Counter 2, to collect monies at the event the same as it is collected at a team meeting.

JOB DESCRIPTION - MODEL 1

d. Advisory Council Financial Secretary

- a. Together with the Advisory Council Treasurer, oversee and provide advice to ensure that the collection of all monies by the Advisory Council at team meetings, fund raising events, from a PO Box or by any other means is in accordance with these Policies and Practices.
- b. Use the KairosDonor software to record and maintain a data base of donors and to issue feedback and acknowledgement letters.
- c. Send IRS acceptable acknowledgement letters to all donors. This letter must contain the phrase, "We acknowledge that no goods or services were rendered in exchange for this donation." (Note: Another person could perform this activity at the direction of the Advisory Council Financial Secretary.)
- d. Prepare the Annual Budget, using Exhibit E or its equivalent, for submission to the Advisory Council for approval at its first meeting of the year.

JOB DESCRIPTION - MODEL 1

e.1. Counter 1 - State Chapter Post Office Box

- a. Acknowledge and accept designation by the State Treasurer.
- b. Retrieve mail from the Post Office Box at regular intervals commensurate with the volume of mail.
- c. Open the mail and count the cash received together with Counter 2.
- d. Prepare a list, Using the Receipt Log attached as Exhibit D or its equivalent, showing name, address, check number, amount , & date.
- e. Compare the Receipt Log total with the total on the deposit slip prepared by Counter 2. Reconcile any differences. When the totals are in agreement, sign the Receipt Log along with Counter 2 and send it to the State Financial Secretary.

JOB DESCRIPTION - MODEL 1

f.1. Counter 2 - State Chapter Post Office Box

- a. Acknowledge and accept designation by the State Treasurer.
- b. Open the mail and count the cash received together with Counter 1.
- c. Verify the cash count, stamp the checks with endorsement, prepare the deposit slip.
- d. Compare the deposit slip total with the total on the Receipt Log prepared by Counter 1. Reconcile any differences. When the totals are in agreement, sign the Receipt Log.
- e. Deposit the cash in the State bank account. Send a copy of the deposit slip and the deposit receipt from the bank to the State Financial Secretary within 5 days, and send a copy of the deposit slip to the State Treasurer within 5 days. When making a deposit is not feasible, send the cash to the State Treasurer.
- f. Provide secure, locked storage of unused deposit slips and the endorsement stamp.

JOB DESCRIPTION - MODEL 1**e.2. Counter 1 - Advisory Council Post Office Box**

- a. Acknowledge and accept designation by the Advisory Council Treasurer.
- b. Retrieve mail from the Post Office Box at regular intervals commensurate with the volume of mail.
- c. Open the mail and count the cash received together with Counter 2.
- d. Prepare a list, Using the Receipt Log attached as Exhibit D or its equivalent, showing name, address, check number, amount , & date.
- e. Compare the Receipt Log total with the total on the deposit slip prepared by Counter 2. Reconcile any differences. When the totals are in agreement, sign the Receipt Log along with Counter 2 and, within 5 days, send the original to the State Financial Secretary, and send a copy to the Advisory Council Financial Secretary for entry into KairosDonor.

JOB DESCRIPTON - MODEL 1**f.1. Counter 2 - State Chapter Post Office Box**

- a. Acknowledge and accept designation by the Advisory Council Treasurer.
- b. Open the mail and count the cash received together with Counter 1.
- c. Verify the cash count, stamp the checks with endorsement, prepare the deposit slip.
- d. Compare the deposit slip total with the total on the Receipt Log prepared by Counter 1. Reconcile any differences. When the totals are in agreement, sign the Receipt Log.
- e. Deposit the cash in the State bank account. Send a copy of the deposit slip and the deposit receipt from the bank to the State Financial Secretary within 5 days, and send a copy of the deposit slip to the Advisory Council Financial Secretary within 5 days. When making a deposit is not feasible, send the cash to the State Treasurer.
- f. Provide secure, locked storage of unused deposit slips and the endorsement stamp.

JOB DESCRIPTION - MODEL 1**g. Counter 1 - Team Meeting and/or Fund Raising Event**

- a. Acknowledge and accept designation by the Advisory Council Treasurer. Determine your alternate.
- b. Ensure that either you or your alternate is present at every team meeting.
- c. Count the cash received together with Counter 2.
- d. Prepare a list, Using the Receipt Log attached as Exhibit D or its equivalent, showing name, address, check number, amount , & date.
- e. Compare the Receipt Log total with the total on the deposit slip prepared by Counter 2. Reconcile any differences. When the totals are in agreement, sign the Receipt Log along with Counter 2 and, within 5 days after the team meeting/fund raising event, send the original to the State Financial Secretary, and send a copy to the Advisory Council Financial Secretary for entry into KairosDonor.

JOB DESCRIPTON - MODEL 1**h. Counter 2 - Team Meeting and/or Fund Raising Event**

- a. Acknowledge and accept designation by the Advisory Council Treasurer. Determine your alternate.
- b. Ensure that either you or your alternate is present at every team meeting.
- b. Count the cash received together with Counter 1.
- c. Verify the cash count, stamp the checks with endorsement, prepare the deposit slip.
- d. Compare the deposit slip total with the total on the Receipt Log prepared by Counter 1. Reconcile any differences. When the totals are in agreement, sign the Receipt Log.
- e. Deposit the cash in the bank. Within 5 days after the team meeting/fund raising event, send a copy of the deposit slip and the deposit receipt to the State Financial Secretary, and send a copy of the deposit slip to the Advisory Council Financial Secretary. When making a deposit is not feasible, send the cash to the Advisory Council Treasurer.
- f. Provide secure, locked storage of unused deposit slips and the endorsement stamp.