



# MISSOURI AQUARIUM SOCIETY

## Treasurer

### Duties & Responsibilities

- Monitor and Maintain MASI's Financial assets (Checking / savings accounts, PayPal, Square, etc.).
- Produce monthly, documents that show our financial income and expenditures.
  - Present these documents at each monthly council meeting and provide insight to the club's financial situation in regards to the FORC budget.
- Process transactions for the monthly / Tri-annual swaps (cash, check, PayPal, Square)
  - Provide cash and/or transaction processes for other club positions at monthly meetings, swaps, and Tri-annual Auctions.
- Process expense reports and make payments once verified to individuals whom have incurred approved expenditures on behalf of the club.
  - Make payments to cover the expenditures for our non-member monthly speaker.
- Track income from Challenge so that we can present the check to the chosen organization at the end of the calendar year
- Assist with the Post Tri-Annual auction reconciliation and seller payouts.
- Count and deposit income from: monthly auctions, tri-annual auctions and swaps.
- □ Process taxes at the end of each fiscal year so that MASI can maintain its 501c3 status.
- Maintain MASI's insurance
- Assist in the MASI FORC budget planning for each fiscal year.
- Monitor and Maintain MASI's PO Box.
- Order / pay for MASI purchases (i.e. laptops, batteries, tank lights, fishy bucks dry goods and fish, name tags, plaques, equipment for monthly meetings, raffle items, insulated bags and more).

## **Brief Explanation of MASI Financial Documents**

### MASI Calendar Year Financial Statement

The purpose of this document is to:

- Track our monthly and yearly total for the Challenge
- Track our monthly changes to MASI's
  - Checking account
  - CD account
  - PayPal account
- And provide a total on MASI funds for the end of each month

### MASI Fiscal Year – Monthly account activity with FORC info

The purpose of this document is to:

- Track income and expenditures for each month and the year as a total
- Track fiscal spending to see where MASI is performing in comparison to the FORC budget
- Track gross income and expenses and net capital gain and loss for each month, and cumulatively for the year as a total.