

BET AVIV PROCESS

Responsibilities of the Treasurer

1. Rakefet

- 1.1 Coordinate Chart of Accounts and Financial Codes with administrator.
- 1.2 Coordinate with administrator to customize reports, as necessary.
- 1.3 Provide budget to administrator to enter into Rakefet.

2. Banking

- 2.1 Deposit income received into checking account (administrator).
- 2.2 Transfer money from checking to savings account as needed.
- 2.3 Serve as liaison to financial institutions.
- 2.4 Ensure signature authority is transferred early when a new treasurer is elected.
- 2.5 Propose improvements to our way of saving and handling money.
- 2.6 Balance our checking account monthly against the Bank Statement.
- 2.7 Monitor Bet Aviv's CDs and recommend frequency and types of investments.

3. Board Meeting

- 3.1 For each meeting, prepare a financial report that shows expenditures and income year to date for this year and last year and against the budget, Total Income, Total Expenses, Net Ordinary Income and Net Income
- 3.2 Make enough copies for everyone or mail it before the meeting.
- 3.3 Be prepared to deliver financial highlights and answer questions from the Board.
- 3.4 Research, as necessary, the answers to any questions and e-mail responses to the Board.

4. Budget Coordination

- 4.1 Analyze the current financial status against the budget.
- 4.2 Lead the Budget Committee to develop the next year's budget.

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- 4.3 Coordinate with the Budget Chair and Administrator as necessary throughout the year.

5. Annual Meeting

- 5.1 Prepare a financial statement for our Annual Meeting in December.
- 5.2 Deliver the Financial Report at the Annual Meeting.
- 5.3 Answer any questions from congregants about the financial report
- 5.4 Research, as necessary the answers posed by congregants at the annual meeting.

6. Dues

- 6.1 Prepare a statement for each member showing the dues owed and mail at the beginning of the year (Administrator).
- 6.2 Record dues checks received at The Meeting House in Rakefet. (Administrator)
- 6.3 Prepare reports that show the percentage of dues paid each quarter.
- 6.4 Follow-up with any members who have not paid their dues by the High Holidays by calling or e-mailing them.
- 6.5 Remove any members who do not pay their dues by the end of the year.

7. Donations - Administrator

- 7.1 Record donations received in Rakefet.
- 7.2 Coordinate with Donations Chair, as necessary.
- 7.3 Donations appear on the financial report.

8. High Holiday Ticket Income - Administrator

- 8.1 Record payments received for High Holiday Tickets
- 8.2 Prepare a High Holiday Report yearly.
- 8.3 Include High Holiday Income as part of Monthly Financial Report.

9. Other Income - Administrator

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9.1 Record other incomes sources in Rakefet.

9.1.1 Books sold

9.1.2 Interest Earned

9.1.3 Income from Scholar in Residence Program

9.1.4 Income from Seder

9.1.5 Income from other Social Events (e.g., Break-the-Fast, Shabbat Dinners)

9.2 Include these Income Categories as part of the Monthly Financial Report.

10. Expenses - Administrator

10.1 Record expenses for the following categories:

10.1.1 Administration

10.1.2 Adult Education (include payments to Rabbi, Cantor and other speakers)

10.1.3 Advertising for the High Holidays, Phone books and special events

10.1.4 Book purchases (other than prayer books)

10.1.5 Caring (e.g., cards, flowers)

10.1.6 Conferences/Conventions

10.1.7 Contributions that we make (e.g., JNF, Grassroots)

10.1.8 High Holiday Expenses (e.g., pianist, cellist)

10.1.9 Insurance

10.1.10 Media

10.1.11 Men's Club (e.g., rental of space)

10.1.12 Miscellaneous (e.g., URJ fee for the website, domain name registration)

10.1.13 MUM Dues

10.1.14 Music (e.g., Marian Nee)

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- 10.1.15 Newsletter (mailing and printing expenses)
 - 10.1.16 Prayer books (e.g., additional High Holiday prayer books for guests)
 - 10.1.17 Professional Fees (e.g., Accountant, Lawyer)
 - 10.1.18 Rent (for the Meeting House)
 - 10.1.19 Salaries (Rabbi, Cantor, Administrator)
 - 10.1.20 Scholar in Residence (cost for speaker, lodging and travel expenses)
 - 10.1.21 Seder Expenses (Total cost for catering and location rental)
 - 10.1.22 Social Action (e.g., House for Succot in April)
 - 10.1.23 Special Events (e.g., Membership picnic, concerts)
 - 10.1.24 Youth Education (yearly donation)
- 10.2 Include the expenses above as part of the Monthly Financial Report
- 10.3 Write and sign checks to pay expenses.

11. Salary Administration

- 11.1 Coordinate with administrator to provide hours worked
- 11.2 Calculate taxes deducted from employees' salaries
- 11.3 Provide net pay data to administrator promptly so she can write checks

12. Taxes

- 12.1 Coordinate with accountant as necessary to prepare tax statement.
- 12.2 Monitor the expiration date of our tax-exempt status and renew as necessary.
- 12.3 Ensure employment taxes are paid on time.

13. Skills Needed

- 13.1 Knowledge of Rakefet to prepare reports, record income and expenses and input the budget. - Administrator

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13.2 Tact, compassion and firmness to deal with delinquent dues payers

13.3 Tact and patience to deal with financial institutions

13.4 Attention to details to review reports for errors and explain unusual expenses or income.

13.5 Clear oral communication skills to explain financial details at board meetings and the annual meeting.

13.6 Attention to details and comfort with numbers.

14. Current/Previous Treasurers:

- Lori Kassoff
- Barbara Levine
- Larry Aaronson
- Larry Bodin
- Richard Madonna

15. Documents Produced

15.1 Monthly Financial Statement

15.2 Percentage of members who have paid dues

15.3 New Reports from Rakefet

15.4 Data for tax reports

15.5 Yearly Invoices for Dues

15.6 Yearly Statement of Donations for Tax Purposes

15.7 MUM Dues Calculation and Form