

JMTA TREASURER
MANUAL OF PROCEDURES

Monthly

- Make deposits and write checks per proposed budget. Transfer funds as needed.
- Receive bank statement by postal mail and download online statement.
- Reconcile checkbooks and funds with Excel file and hard copy transaction records.
- Prepare monthly Treasurer report to be presented at every Executive Board and JMTA meeting. (If unable to attend meeting send report to JMTA President in advance of meeting.)

June/July

- Prepare end of the year fiscal reports for Exec Bd mtg.
- Prepare flash drive with fiscal report info and have it reviewed with hard copies.
- Prepare new fiscal year proposed budget and present it to Executive Board at meeting.

August -

- Complete SOC license renewal application online.
- Complete online IRS form 990N for 2012.

September -

- Prepare and print Exec Bd approved proposed budget for membership meeting.

October -

- Receive and pay request from Florida State Music Teachers Foundation for payment from budget for President's award.

November -

- Attend State Conference.

December 2014 -

- Complete and submit paperwork to renew Florida Consumer's Certificate of Exemption (sales tax exempt certificate).

February -

- Pay member dues allotment to District 4.

March -

- Pay High School Senior Scholarship judges.

April -

- Complete Florida Incorporation report and pay fee online immediately after election of officers to reflect current officer listing.

May -

- Prepare end of year Treasurer activity report for May meeting.

A detailed document of how to do each of these activities is provided to the Treasurer upon installation.