

SHARE - Treasurer Responsibilities

Accountable for the overall financial health and financial governance of the organization. Provides monthly financial reports to the SHARE board including recommendations to assure financial sustainability of the organization. Conducts financial reviews and audits as needed. Provides required non-profit reporting to federal, state, and county to maintain 501(c)(3) status. The treasurer is accountable to assure the charity does not have fiscal mismanagement and unlawful diversion of charitable assets. Assure that SHARE complies with all documented grant restrictions.

Treasurer Duties

MONTHLY

- At board meeting call for any needed vendor payments or re-imburements. Process vendor payments and re-imburements using BofA or PayPal.
- Monthly Financial Report including positions, balances, transactions, and significant items concerning the financial health of the organization (template in gDrive)
- Coordinate posting the monthly financial report publicly on website.
- Manage compliance with known grant restrictions. This is denoted in the non-restricted vs. restricted funds area of the financial report.
- Manage SHARE bank account (Bank of America) and SHARE PayPal Account and anything else that has our credit card information.

YEARLY

- Create a simple Statement of financial position (SOP). This is in each years spreadsheet as a tab. I put each expense and income in a 'category' (see the yellow columns). The SOP is the nonprofit's equivalent of a for-profit company's balance sheet. Data is used in federal and state filings.
- 990-N: File required IRS Federal 990-N tax form postcard online. No cost. See below.
- CT-TR-1 & RRF-1: File with State of CA (Attorney General's office). \$25 cost. See below.
- 199N: File with State of CA - postcard online. No cost. See below.

EVERY TWO YEARS

- SI-100: File with State of CA. See below. \$20 filing fee. This is a simple "Statement of Information" form, can be done online.

As needed

- Manage re-occurring monthly costs such as trailer parking.
- Collaborate with all major SHARE purchases.
- Collaborate on SHARE grant applications, grant management, and compliance with grant restrictions. Send required grant financial updates to funder. As of January 2022, SHARE does not have any active grants and all funds are non-restricted.
- Manage event registration including collection, reporting, and refunds. Coordinate with Missy on this item.

Special Project

figure out how to change SHARE's official name from SHARE Concerned Cyclists of Crystal Cove to SHARE Mountain Bike Club of Orange County without disrupting the IRS 501(c)(3) status.