

WELFARE TREASURER

JOB DESCRIPTION

The Welfare Treasure is elected by the Tinker Officers' Spouses' Club membership. The Welfare Treasurer will maintain all financial records for the General Welfare and Thrift Shop Accounts.

COORDINATING OFFICER:

The President is the officer to whom you first take all questions or actions regarding this office.

COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President. The Welfare Treasurer and Welfare Chairman will work together to ensure all programmed funds are paid to the receiving organizations as early in the board year as possible. Letters are sent in June verifying the organizations need, point of contact and mailing information for the check.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the President, the Recording Secretary, and the Administrative Treasurer. The Administrative Treasurer will read the Welfare financial report in the absence of the Welfare Treasurer at the board meetings. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement. If you are out of town to exceed one week, coordinate to leave the checkbook with the Administrative Treasurer as needed.
4. Submit typed monthly financial reports for the General Welfare account. The report will be read to the Board members at the Board of Governors meeting.
5. The Welfare Account is now an interest bearing account. The balance should not fall below \$1,500. In the event that account balance falls below this amount, change the account to a no interest account and request non-profit status.
6. The Welfare Treasurer may spend certain unbudgeted funds:
 - a. Up to \$100.00 with Presidential authorization.
 - b. Up to \$1,000.00 with Board of Governors authorization
 - c. Over \$1,000.00 with authorization from the General Membership
7. Sign, along with the Administrative Treasurer, President, and First Vice President, the signature cards required from the bank at the beginning of the term of office.
8. Remove your name from the signature cards at the end of the term of office.
9. Write General Welfare Account checks. When writing checks, make sure the budget or the Board of Governors' meeting minutes authorizes them. Assure you receive a receipt for all bills paid and

- annotate them with the date paid and check's number. **DO NOT BACK DATE CHECKS.** Two (2) authorized signatures are required on all checks.
10. Upon approval from the Board and receipt of a copy of the letter of request form donations, a check may be issued to the appropriate agency/organization requesting funds. The tax identification number of the agency/organization receiving funds must be provided, with the exception of Tinker AFB operated agencies which may request and receive funds. The check(s) should be given to the Welfare Chairman, who will then forward them to the appropriate agency/organization.
 11. Deposit all Welfare money and checks. Maintain deposit slips in for your files. Get a copy of the bank deposit slip and staple it to the check stub that matches the deposit made. Reconcile bank statements on a monthly basis. **All money should be deposited within 72 hours of receipt. Additional copies of deposit slips are available online as needed.**
 12. Take checkbook to all board meetings to reimburse members for authorized expenses.
 13. The Thrift Shop manager/bookkeeper maintains the Thrift Shop checkbooks and finances;
 14. When requested by the President, attend Thrift Shop budget and finance meetings.
 15. Maintain all financial accounts for all charitable fund-raising events.
 16. As a member of the budget committee, prepare a proposed budget for the Board of Governors serving during your term as Welfare Treasurer; as well as, assist the incoming board to prepare a proposed budget for the year following your term of office. The Administrative Treasurer, who acts as the Budget Committee Chairman, in April of both years, should schedule the budget meetings for both your current term of office and your succeeding term of office. Refer to the OSC Policies for further guidelines.
 17. Prepare a revised budget for the mid-year review at the Budget Revision Committee meetings scheduled in January. The chair for this meeting is the Administrative Treasurer. For further guidelines, refer to the section entitled "Budgets" in this job description, as well as, the OSC Policies.
 18. Submit all financial records for annual audit (end of May) or upon request of the Inspector General and USAF Auditor General IAW AF Regulation 34-223. If the Welfare Treasurer does not complete h/her term of office; the books will be audited prior to being given to h/her successor. Make available to the auditor the checkbooks, ledgers, receipt books, bank statements, copies of all board minutes and financial reports.
 19. Direct any questions concerning book maintenance to the NAFFMB (734-5982).
 20. Direct all legal questions to the Base Legal Office through the Parliamentarian.
 21. Under advisement of the auditor, checks should be issued to agencies or organizations whenever possible. If a check is issued to individual for reimbursement or expenses, state the purpose of the check in the financial records.
 22. The Welfare Treasurer will assume the duties of the Administrative Treasurer in h/her absence. Likewise, the Administrative Treasurer will assume the duties of the Welfare Treasurer in his/her absence.
 23. Current Auditor is:
 - a. Diana Hays
 - b. 1800 NW 157th St
 - c. Edmond OK 73013
 - d. 285-6170
 - e. diana.hays@att.net
 24. Participate as a member of the Budget Committee.
 25. Participate as a member of the Policy Revision Committee.
 26. Participate as a member of the Welfare Committee.
 27. Participate as a member of the Thrift Shop Council
 28. Assume the check writing duties of the Welfare Treasurer when the books return from the audit in June.
 29. Assume duties of the Administrative Treasurer in h/her absence.

REPORTS:

Budget Statement

1. Proposed Budgets
 - a. Proposed budgets shall be prepared by the Budget Committee.
 - b. The Budget Committee shall meet and prepare proposed budgets prior to the April Board of Governors' meeting for the next board year.
 - c. The Welfare Treasurer shall present the proposed welfare budget to the Board of Governors at the April board meeting for approval.
 - d. The proposed budgets will be presented to the General Membership at the April general membership meeting. The proposed budgets will then be posted for review by the membership and voted on at the general membership meeting in May.
2. Mid-year Budget Review
 - a. The budgets shall be reviewed by the Budget Committee prior to the January Board meeting.
 - b. The Budget Committee will review the budgets and present any revisions to the Board of Governors for approval at the January Board Meeting. Any expenditure added in excess of \$1000.00 will be presented to the general membership in January, for approval at the general membership meeting.
 - c. Copies of the budgets are given to the Corresponding Secretary for copying and distribution at the January Board meeting.
 - d. Post the proposed budgets on the OSC bulletin board at the Club and in *Smoke Signal*, if space permits.

Revised 01/2012