

## ASSISTANT TREASURER

**AVAILABILITY REQUIREMENT:** Responsible for assisting the Treasurer as needed, including but not limited to working with Treasurer to create budget for following school year and filing important tax and certification forms throughout the school year. Must be able to keep meticulous records. Must have access to e-mail and use it regularly to contact members. Serve as member of the Finance Committee, lead by the Treasurer and also comprised of the Fundraising/Finance Liaison, Vice President, and Payroll Coordinator. The committee will meet bi-annually or as scheduled by the Treasurer. The purpose of these meetings will be to conduct an internal audit of finances at the time that the tax documents are filed and at the end of the school year. The results of each audit will be presented to the Board for review.

### MONTHLY DUTIES

#### 1. November

- Assist Treasurer with proper filing of Federal 990 (due November 15<sup>th</sup>).
- Work with Treasurer to Provide EITC Eligibility Notice to Employees (per MD Tax General Article 10-913) in November as directed by annual notice sent via mail.

#### 2. December

- Work with Treasurer to ensure proper filing of the Maryland Charitable Organization Registration that is due December 31 as directed by annual notice sent via mail.
- Order form 1099-MISC from the IRS's website ([www.irs.gov](http://www.irs.gov)). One copy will be needed in January to submit to the IRS detailing the amount of rent paid.
- Assist Treasurer in preparing budget for following school year.

#### 3. January

- Business Personal Property Taxes are due by April 15th. Work with Treasurer to complete them in January. Forms are available at: <http://dat.maryland.gov/businesses/Pages/Business-Personal-Property.aspx>
- Copy B of 1099-MISC due to Long Reach Village Association re: rent payments by January 31<sup>st</sup>.

#### 4. February

- Copy A of 1099-MISC due to IRS re: rent payments by February 28<sup>th</sup>.

#### 5. April/May

- Assist Treasurer in preparing records for next school year.



Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

Revisions: 03/2018 TAB