
FUNDRAISING/FINANCE LIAISON

REQUIREMENTS

Must attend the fundraising committee meetings and finance committee meetings. Must have familiarity and comfort with Google Sheets and Google Docs. Must be able to keep meticulous records. Must have access to e-mail and use it regularly to contact members.

ADMINISTRATIVE DUTIES FOR THE FUNDRAISING COMMITTEE

1. *Oversee the collection of funds for all fundraising activities for the school year.*
 - a. Verify totals of all activities.
 - b. Collect proceeds from all committee members and pass them on to the treasurer using the attached form.
 - c. Obtain checks or money orders from the Treasurer to pay vendors.
 - d. Assure that the Treasurer receives all checks written by members in fulfillment of their fundraising obligation.

2. *Maintain accurate records.*
 - a. Keep names and phone numbers of business contacts for each activity.
 - b. Record profit made for each activity.
 - c. Maintain an archive file containing all fundraising information.
 - d. Keep written notes on recommendations or changes for future fundraising events.

3. At the end of the year, assure that next year's Fundraising/Finance Liaison has an in-depth, in-person orientation to the job.

ADMINISTRATIVE DUTIES FOR THE FINANCE COMMITTEE

4. Serve as a member of the Finance Committee, headed by the Treasurer and also comprised of the Vice President, Assistant Treasurer, 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.

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. Children & Company is a nonprofit organization, so please use tax exempt card if possible for purchases. School may not reimburse for sales taxes incurred.

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