

APCG

Officer Duties and Responsibilities

Treasurer

January 2023

Position description:

The treasurer manages and monitors the APCG bank accounts, implements basic bookkeeping (AP/AR), maintains financial records for the APCG, and files annual reports with the state and the IRS. The treasurer is a voting member of the APCG Executive Council. The treasurer is up for reelection every two years.

Primary Duties:

1. Bookkeeping: Accounts Payable/Accounts Receivable
 - a. Treasurer is responsible for paying fees and dues, paying vendors, such as catering services, university facilities, hotels (for the meeting expenses), as well as managing the UHP publishing fees (The APCG yearbook publisher) and related services (editing, layout, and production of the annual yearbook edition).
 - b. Treasurer collects/deposits checks received from donors, membership dues, and the AAG, and allocates and transfers money received through the electronic media (PayPal via WildApricot).
2. Treasurer maintains access to the APCG financial accounts, manages the accounts, and communicates with the financial institutions if needed.

Note: the APCG accounts are presently held at River City Bank in Sacramento; however, will be moved to an online bank TBD to make an easier transition from one Treasurer to another without moving the assets.
3. Treasurer oversees annual membership renewal (early notice sent via email in mid-December; second notice in mid-to-late-February).

Note: membership renewal is presently done through the WildApricot database separately from the APCG meeting registration; however, if we move the membership renewal time to a later date to coincide with the annual meeting registration, the membership renewal can be handled through the AAG platform.
4. Annual filing:

- a. To renew the non-profit status with Washington Secretary of State, Treasurer files the Nonprofit Corporation Annual Report. The form is available online but should be mailed with the check (\$20 fee) by the end of May for the fiscal year end (6/30). Confirmation letter is sent via email.
 - b. Treasurer files Annual 990-N (e-Postcard) form with the IRS for the FY starting 07/01 and ending 06/30. The form can be filed electronically at the beginning of July each year for the previous FY. This is a Tax Return filing for small non-profit corporations with the 503(c)(3) status.
5. Treasurer duties related to the APCG Annual Meeting:
- a. Collect the lists of grant/scholarship winners obtained from the Award Committees (usually sent shortly before the meeting).
 - b. Prepare annual budget report and submit it for the review of the Budget Committee before the annual meeting; upon the Committee's approval, make copies of the report and present it at the Executive Council meeting and the Business Meeting during the annual conference.
 - c. During the meeting, Treasurer should be prepared to write checks to the winners, and mail out checks if winners are not present in-person to collect the awards.
 - d. Prepare Treasurer's Report for the Winter-Spring *Pacifica* (now online). The report should include the financial details on the fall annual meeting (membership update, number participants, itemized expenses, awards fundraising, scholarships disbursed, etc.).
6. Treasurer maintains the log of past meeting expenses, lists of donations, revenue summaries, etc.
7. Treasurer renews annual WildApricot subscription (effective date July 7) and applies for the AAG grant to offset the WildApricot expense.
Note: this duty may be eliminated or changed if we replace WildApricot with another database or transfer it to the AAG platform.
8. Treasurer provides IRS Tax Deduction Acknowledgement letters to APCG donors (for any single donation over \$250 or whenever a donor requests a donation receipt).
9. If the APCG sends a World Geography Bowl team to the AAG annual meeting, Treasurer coordinates with the APCG Geography Bowl Coordinator and the AAG representative, receives the AAG grant, and sends team members their checks (contact information is obtained from the WGB coordinator).

10. Since 2021 the AAG has been managing the APCG Annual Meeting registration and other fee collection. Treasurer communicates with the AAG team regarding the next annual meeting and provides all relevant information (the meeting dates, location, contact persons, etc) by filling in the Registration System and Abstract Management System templates.