Duties of FOSM Treasurer

1. Submit monthly Treasurer’s Report.
	1. Access Wells Fargo and download bank statement at the end of each month
	2. Access Charles Schwab account and obtain latest investment numbers
	3. Schedule revenues, expenses and investments into Treasurer Spreadsheet
	4. Provide a couple of slides at each of the 7 general meetings

 Estimated time per month: 1-2 hours

1. Write checks for reimbursement as they are submitted.
	1. Generally receive 1 or 2 per month during the winter
	2. Generally receive 4 to 5 per month during the rest of the year
	3. Snowshoe race requires at least a half dozen checks
	4. Print and file all receipts

 Estimated time per month: 2 hours in the winter, 3 to 4 during the rest of the year

1. Pickup mail at Tijeras PO Box.
	1. Frequently, to be closely coordinated with Sally, who checks the PO Box for membership checks

Estimated time per month: 1 hour including drive time for each trip

1. Respond to various questions from the Board.

 Estimated time per month: it varies, can be 3-5 hours, other times 1 hour

1. Yearly Reports
	1. NM Secretary of State Report
	2. IRS Department of Treasury Report
	3. NM nonprofit Report

Note: We’ve been filing all three reports in October, which is the month following the end of our fiscal year, which is 10/1 to 9/30. (Reports are due in the 5 month window, by February of the following year.)

 Estimated time: a couple hours at most for all three.