* 1. **TREASURER DUTIES AND RESPONSIBILITIES**
     1. Adds name to ENT Account.
     2. Signs all checks in addition to either the President or President-Elect.
     3. Has account username and passwords to AffiniPay, Canopy, ENT and Quickbooks in addition to Canva, Zoom and Gmail.
     4. Maintains a debit card.
     5. Attends monthly luncheons and other events to assist at check in and write checks upon closing and get proper signatures to pay venue, 50/50, etc.
     6. Provides a monthly detailed accounting reports of all income and expenses for the previous month, at each Governing Board Meeting.
     7. Provides a current year, by month, Budget to Actuals report, at each Governing Board Meeting.
     8. Responsible for entering expenses into QuickBooks, including Payee and clarifying Notes for each line item.
     9. Responsible for reconciling QuickBooks and ENT Checking and Savings accounts.
     10. Works with Tax Accountant/Bookkeeper to file and maintain the Network’s Federal and State taxes, update Secretary of State report and seek help as needed to create the required accounting reports and reconciling QuickBooks.
         1. Carola Rafferty, 719-203-4589, [carolastaxassistance@gmail.com](mailto:carolastaxassistance@gmail.com)
         2. 2860 S. Circle Dr Ste 240 A-C, COS, 80906
     11. Reimburses members ensuring proper documentation is submitted with President approval.
     12. Makes all payments for all Network events.
     13. Uploads pertinent files by year to Wild Apricot/website/Files/ 05\_Treasurer/year
     14. Uploads the Annual Report by year to Wild Apricot/website/Files/ 06\_Annual Report/year
     15. Ensures all duties and responsibilities are documented correctly in a separate file and handed off to the Incoming Treasurer.