

Treasurer Job Description

Treasurer

1. Maintain GCWG Checking Account (currently at Wells Fargo Bank)
2. Write checks and deposit funds authorized by Board and/or Executive Committee
3. Prepare financial report to present at Board Meetings and Member Meetings
4. Prepare annual Federal IRS Form 990N before May 15th.

Go to www.irs.gov

Find form 990N and follow the instructions.

The first time you will have to create a logon.