

Treasurer Responsibilities

From the bylaws

1. keeping record of the organizations budget
2. the collection of membership dues from members
3. the payment of rent and utilities for any space leased by the organization
4. filing taxes
5. the disbursement and reimbursement of funds authorized to be spent under the procedures detailed in these bylaws
6. and preparing financial reports to the board

Additional Responsibilities

- reconciliation
 - Pay rent on the 1st of the month
 - ACH Autopay as of 2025
 - Financial and membership report at meetings
 - Ensure member payments transfer to bank account from Paypal and Stripe
 - Deposit any checks or cash from the Makerspace at the bank
 - Reconcile the bank account with our Finances spreadsheet.
 - Reimbursement
 - Write reimbursement checks for officers who purchase tool or parts replacements
 - ALWAYS write a memo about what it is for. It is easy to forget, and the check image is uploaded to First Security Bank
 - Payments
 - Pay rent
 - ACH Autopay as of 2025
 - Pay twice a year insurance installments
 - Send finance information to Tax Prep folks in Spring
 - Member management
 - When a paypal subscriber cancels, remove them from Memberful (does not happen automatically)
 - Deactivate fobs for unsubscribed members
 - Other Registrations
 - Yearly GiveBig registration
 - Yearly Benetivity self-certification 12/16
 - Yearly State of MT Annual Report (Spring
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