

Updated 07/06/2023

The Treasurer is an officer position of the Fountain Park Chautauqua Society's (FPC) board of directors. The Treasurer keeps track of the FPC's receipts, spending, and overall financial health. The list of the Treasurer's roles and functions follows. As an officer, in addition to the board of directors' duties, the Treasurer:

1. Creates periodic reports and informs the FPC board of directors of the FPC's financials by way of reports on bank, investment, PayPal and Square account balances, Quick Books (QB) general journal and the statement of activity;
2. Performs regular bookkeeping functions by recognizing and classifying transactions from the five FPC bank accounts in the appropriate QB general ledger accounts as well as bank reconciliations;
3. Processes checks and cash for bank deposits timely and accurately;
4. Maintains friendly and professional relationships with the fellow directors, paid personnel, contractors and volunteers in charge of collecting proceeds from the sales of tickets, fares, rents, donations, etc.;
5. Processes payment requests by the Program Committee, Candy Stand and other committees as co-approved by any of the officers of the board;
6. Pays vendors, contractors, and utility providers on time via the a debit card, bank bill pay facility or by issuing a check;
7. Reimburses FPC volunteers accurately and timely for the purchases made with their personal funds in exchange for proper supporting documentation;
8. Maintains and safe keeps a debit card and a check stock;
9. Before May, once every two years, files the Business Entity Report with the Indiana Secretary of State (2022/2023, 2024/2025, etc.);
10. By the end of January, provides the FPC website point of contact with the list of previous year donor names by the donation level category for the website posting;
11. A few days before each annual stockholder meeting, provides the website point of contact with the interim statements of activity for the last 5 years + YTD for the website posting;
12. Makes timely payments to godaddy.com for the domain name *fountain-park.org* renewal. The last renewal occurred on June 25, 2020 and is active for 5 years;
13. Depending on the hosting plan, makes timely payments to the website host WIX.com for the website hosting services. As of July 2023, Wix premium hosting plan unlimited ends on June 7, 2024;
14. Opens and maintains the Huth Thompson portal for electronic file transfers and exchanges with the accountant;
15. Throughout the year, captures and maintains in a file all donor contributions by name, address, payment method and amount;
16. Before January 15, tabulates and mails charitable receipts/thank you letters to all the donors of the previous fiscal year;
17. Collects IRS W-9 forms (before the services are accepted and contracts are entered into) from contractors receiving \$600 or more from the FPC;
18. Before January 15, provides Huth Thompson with the list of previous year candidates for the IRS form MISC-1099 reporting;
19. Before April, once the posting of all the previous year transactions is complete, provides Huth Thompson with the FPC fiscal year end bank statements for timely NP-20 and 990 return preparation; secures a filing extension by Huth Thompson if needed;
20. Makes timely innkeeper's tax and property tax payments to the Treasurer of Jasper County, IN.
21. Provides strategic counsel on financial decisions to the board of directors;
22. Keeps Pampel and Associates, Inc abreast of the decisions of the board's finance committee;
23. Before the park, prepares cash boxes for the start up activities (Chicken Dinner, Gate, Saturday Auction, Cake Walk);
24. Attends the Cake Auction to capture the winning cake bids' information and collects the funds;
25. After the park, conveys the funds raised during the Sunday School and Church events to the participating Churches and the Remington Ministerial Association (Half of the funds goes to the Ministerial Association and the remaining half is to be distributed evenly among the participating churches);

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26. Opens and maintains the account with the IDOR (INTIME) needed for issuing NP-1 tax exempt certificates. Processes the issuance of the certificates timely as needed;
27. Towards the end of the park season, inquires and coordinates with the gate attendant the collection and the settlement of any outstanding cottage and camper fees.