

Dragonfest of Colorado

Corporate Financial Officer

Job Description, Duties & Responsibilities of the Dragonfest Corporate Financial Officer (Treasurer)

The Dragonfest Corporation Financial Officer (Treasurer) serves at the pleasure of the Board. The Treasurer is a volunteer, without-pay, appointed position with the following responsibilities:

GENERAL:

- ◆ The Treasurer shall keep a current, accurate, and complete record of all monetary transactions of the Dragonfest Corporation (Corporation): Corporate Checking Account (Checking), the Corporate Savings Account (Savings), Dragonfest Operations Account (Ops Account), and Land Fund Accounts (Land Fund Time Deposit & Liquid Asset); referred to collectively as the Corporate Accounts.
- ◆ The Treasurer is an Officer of the Corporation and a staff member of the Board. They are recognized as such by State and Federal agencies such as the State of Colorado and the United States Internal Revenue Service (the IRS). As a non-profit, tax exempt 501c3 organization, the IRS requires the Corporation to maintain an organized financial record that is current, accurate, and complete.
- ◆ As a Board staff member, the Treasurer is a non-voting, non-Director, member of the Board. While the Treasurer's recommendations are solicited for all Corporation business, especially as it pertains to the Treasurer's responsibilities or Corporate Accounts, she or he shall not participate in the voting process.
- ◆ The Treasurer is responsible for notifying the Board at the earliest opportunity if she or he is unable to carry out the duties and responsibilities as described herein.
- ◆ The Treasurer takes direction from the Board for all matters relating to management and oversight of Corporate Accounts, to include content and maintenance of financial records, documentation, and transactions. She or he serves as the point of contact for all Corporate Account financial records, activities, and transactions.

MEETINGS

- ◆ The Treasurer, or their alternate, will attend all Board and corporate meetings. If the Treasurer cannot attend a meeting, she or he shall, upon approval by the Board President or Vice President, either
 - Provide a written monthly report on the status of the accounts and their activities.
 - Designate an alternate to function as Treasurer. Upon approval, the alternate will then share all Treasurer Responsibilities and have access to all Corporate Account information for as long as they function as the Alternate Treasurer.
- ◆ The Treasurer is responsible for the accuracy of all Corporate Account banking and financial records. The Treasurer shall prepare a current financial statement (statement) of Corporate Accounts for every Board or corporate meeting. As a minimum, the statement will list current Corporate Account balances and include all Corporate Account activity since the last meeting. Statement content is subject to Board revision. The Treasurer shall provide the statement in a format suitable for inclusion into meeting minutes. All Corporate and Board meeting minutes are public information and it is the Treasurer's responsibility to ensure the fiscal and record keeping requirements for Corporate Accounts, to the Board and all concerned entities, are carried out.

RECORDS

- ◆ The Treasurer is responsible for maintaining all Corporate Account financial records and documents in file storage. The treasurer will maintain these files electronically and in hard-copy as needed. Corporate file storage (file cabinet) for hard-copy and electronic-media will be provided by the Board. The Treasurer will store critical Corporate documents, as determined by the Board, in a fire-safe container which the Board will also provide.
- ◆ It is the responsibility of the Treasurer to keep all banking and financial records current. At least once per year, the Treasurer will provide a current copy of the Corporate Account files to the Dragonfest Data Base Manager, and a separate copy to the Corporate Secretary. These records shall be made available by the Treasurer in electronic or hard copy, or both, at the receiver's request. The Board may require additional copies be transmitted by the Treasurer as needed.

- ◆ The Treasurer will coordinate with the Corporation's Certified Public Accountant (CPA) for all tax and financial reporting. The Treasurer is responsible for attending meetings with the CPA as needed to complete the annual Corporation taxes.
- ◆ Any change in CPA will be approved by the Board prior to implementation. The CPA is responsible for maintaining a complete copy of financial records for IRS review and may call on the Treasurer to assist in that. All parties shall work together to ensure the accuracy of Corporate Account financial records.
- ◆ The Treasurer shall complete any required State fiscal documentation and maintain hard copies in file storage. These include, but are not limited to, Secretary of State Annual Reports and the annual Charity license.
- ◆ The Treasurer shall serve as the point person for filing the annual special event permit that is needed to hold our retreat

CHECKING AND SAVINGS

- ◆ The Treasurer shall write checks and pays bills for all Director approved Corporate expenses from the Checking account. When a bill is received the Treasurer shall present it to the Board, or any available Director, for payment approval in person or via email. The Treasurer may only pay on approved expenses.
- ◆ The Treasurer is the point of contact for all Checking and Savings account deposits, regardless of the source. The Treasurer shall record all retreat income and deposit it into the Checking account unless otherwise indicated.
- ◆ She or he shall transfers to or from Savings as needed for the Corporate or Ops Checking. Transfers from any other account can be made only upon an approved motion from the Board.

OPERATIONS

- ◆ The Dragonfest Operations Director(s) shall work with the Treasurer to provide a yearly budget for the Board to approve by February of each year. They shall rely on the QuickBooks Reports of the previous year's actual financials to guide their budget.
- ◆ The Treasurer shall be the permanent alternate signatory on the Operations Account. The Treasurer will coordinate with the Director of Operations on retreat financial matters and ensure the timely transfer of monies into the Operations Account. All Corporate Account activities are reported to the Board in a statement.
- ◆ The Treasurer shall be notified in a timely manner in regards to any budgetary items.
 - The Treasurer shall assist the Director of Operations and monitor Operations Account activity to ensure that all income and expenses are within budget.
 - The Treasurer shall work with all corporate officers monthly to ensure the financial success of Dragonfest.
- ◆ The Treasurer shall ensure that all insurance and permit requirements/coverage shall be obtained and reported to the Director of Operations prior to the start of a retreat.

LAND FUND

- ◆ The Treasurer will ensure that a record exists of all transactions in the Land Fund. The record shall be current, accurate, and complete. The Land Fund record shall include a written or printed log of expenses, inventory on-hand, inventory sold, and total revenue.
- ◆ The Treasurer works with the Land Fund team to make sure all monies are deposited correctly and in a timely fashion.