



Clint Noble, President cnoble@GFNET.com
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Bryan Carrick, Past President carrickbk@embarqmail.com

SEGS Treasurer List of Duties

1. Check SEGS P.O. Box (PO Box 1636 located at 221 West Park Avenue, Tallahassee) periodically and distribute mail to officers as needed.
2. Bank statements come to the PO Box monthly, reconcile SEGS checking account and file statements in the SEGS Bookkeeping Binder.
3. Maintain master member list, update contact information for members, keep track of annual dues payments from PO Box in master spreadsheet.
4. Deposit checks that come into the PO Box into the SEGS checking account periodically. Both member dues and field trip payments come into the PO Box. SEGS has specially printed deposit tickets – best to keep dues payments separate from other deposits.
5. Check PayPal site (all login information is in the SEGS Bookkeeping Binder), update master member spreadsheet with dues payments that are submitted via PayPal. Periodically transfer funds from PayPal to SEGS bank account.
6. Pay SEGS bills. SEGS maintains a checking account with Capital City Bank. We have a debit card and paper checks. Treasurer will be responsible for all banking and will consult with newly elected officers of SEGS regarding adding new officers as signers on the account. Must complete a signature card to add or delete SEGS officers as signers on the account.
7. Pay corporate dues through the State of Florida Division of Corporations. Fees are currently \$61.25 to maintain our active corporate status.
8. Must log into the State of Florida Department of Revenue website and pay sales-tax quarterly (must fill out quarterly EZ form regardless of whether or not we sell any Guidebooks). All login information is in the SEGS Bookkeeping Binder (which also serves as our corporate book).
9. Take the SEGS Meeting Minutes that are recorded by the Secretary and add them to the SEGS Corporate Book periodically.
10. Maintain master spreadsheet for SEGS field trips – includes attendees, contact info, etc. Deliver spreadsheet to Vice-President prior to any field trip.
11. Provide receipts to field trip attendees when necessary.
12. Keep all receipts in Bookkeeping Binder in date order for easy access should an audit need to be performed.
13. Provide periodic reports on the financial status of SEGS to officers and to membership during SEGS meetings.
14. Help maintain the SEGS website and pay our webmaster, Anna Janosik, quarterly when she submits a bill.