



SEGS Treasurer List of Duties

1. Check SEGS P.O. Box 1636 at 221 West Park Avenue, Tallahassee periodically and distribute mail to Officers as needed.
2. Reconcile SEGS checking account and file statements in the SEGS Bookkeeping Binder (bank statements come to the PO Box monthly).
3. Maintain master member spreadsheet, update contact information for members, keep track of annual dues payments from PayPal and PO Box.
4. Pay SEGS bills. SEGS maintains a checking account with Capital City Bank. We have a debit card and paper checks. Treasurer is responsible for all banking and will consult with SEGS Officers 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.
5. 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.
6. Check PayPal site (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.
7. Pay corporate dues through the State of Florida Division of Corporations. Fees are currently \$61.25 to maintain our active corporate status.
8. Pay sales-tax quarterly by logging into the State of Florida Department of Revenue website (usually zero \$ because dues and trip fees are exempt, but must fill out quarterly EZ form regardless of whether or not we sell anything [prefer to avoid merchandising]). All login information is in the SEGS Bookkeeping Binder (which also serves as our corporate book).
9. E-file IRS Form 990N (e-Postcard) annually.
10. Place SEGS Meeting Minutes that are recorded by the Secretary into the SEGS Corporate Book periodically.
11. Maintain master spreadsheet for SEGS field trips – includes attendees, non-confidential contact info, records of signed waivers, etc. Deliver spreadsheet to Vice-President prior to field trip.
12. Provide receipts to field trip attendees when necessary.
13. Keep all receipts in Bookkeeping Binder in date order for easy access should an audit need to be performed.
14. Provide periodic reports on the financial status of SEGS to Officers and to membership during SEGS meetings.
15. Pay our webmaster, Anna Janosik, quarterly when she submits a bill.
16. Serve as Membership Committee Chair.