

Financial Secretary

The Financial Secretary is an elected member of the Parents' Club Board of Directors who typically serves for two years. The Financial Secretary collects and records all monies received by the Parents' Club and deposits cash and checks into the Parents' Club checking account.

Financial Secretary responsibilities include:

- **Mail Pickup and Distribution** – Regularly collects and sorts mail from our PO Box; processes checks; coordinates delivery of other mail to the appropriate club leader.
- **Receipts:**
 - **Bank Deposits of Cash and Checks** - Records checks and deposits funds received in the club's checking account.
 - **Paypal**- Reconciles receipts from PayPal with records of sales.
 - Keeps track of total donations that come in each month from PayPal and in the mail.
 - Provides the Corresponding Secretary with a list of names and addresses of people who donate to the club so that thank you notes can be sent.
 - Provides a written record of cash/check transactions to the Treasurer and the President.
- **Cash Box Management at Special Events** –
 - Provides cash box and related supplies. Instructs club leaders responsible for the Cash Box (the sales chairperson and the VP) about proper handling of cash and Square payments, and about daily completion of a Cash/Check Report Form.
 - Checks in periodically during the event and collects the cash box after the event. Reconciles cash on hand with the chair's report of sales, and works with Chair to resolve any differences.
 - Deposits cash in bank and emails signed Cash/Check Report Form to Treasurer.
 - Provides Square sales and fee information for the event and month to the Treasurer.
- **Annual Report:** At the end of the year, updates the job description/report for the Financial Secretary position. Files in the Financial Secretary electronic records and sends to the President Elect.
- **Board of Directors:** Attends monthly meetings of the Parents' Club Board of Directors. Reports on the preceding month's donations. As a member of the Finance Committee, the Financial Secretary helps prepare the annual budget. Assists with and advises on other club activities as needed.