

CCA RESPONSIBILITIES

POSITION: Treasurer

DUTIES (summarized from CCA Bylaws):

- a) have custody of the funds, securities, and all other assets of the CCA
- b) keep full and accurate accounts of receipts and disbursements
- c) deposit all monies and assets of the CCA
- d) disperse the funds and assets of the CCA
- e) make all books and records available prior to the CCA Annual Meeting for audit
- f) prepare and submit for filing with the IRS an annual income tax form (fiscal year Jan-1 to Dec-3)

CALENDAR OF EVENTS:

January

- provide Dues Reminder article for CCA Newsletter
- payment of monthly and seasonal bills; log and deposit dues when received

February

- submit annual dues for Delaware Franchise Tax
- work with Board to identify Landscaping Contract bidders and solicit bids (late Feb/early March)
- payment of monthly and seasonal bills; log and deposit dues when received

March

- review bids with Board and award Landscaping Contract (late March/early April)
- payment of monthly and seasonal bills; log and deposit dues when received

April

- electronic filing of IRS Form 990-N for Tax-Exempt Organizations
- identify volunteer to audit books in preparation of CCA Annual meeting (late April/early May)
- prepare dues reminder notices and addressed envelopes , distribute to Board Members for help with delivery (late April/early May)
- payment of monthly and seasonal bills; log and deposit dues when received

May

- organize audit of books for CCA Annual Meeting
- prepare Treasurer's Report for CCA Annual Meeting
- payment of monthly and seasonal bills; log and deposit dues when received

June

- payment of monthly and seasonal bills; log and deposit dues when received

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July

- payment of monthly and seasonal bills; log and deposit dues when received

August

- submit annual dues for Civic League for New Castle County
- submit annual dues for Council of Civic Organizations for Brandywine Hundred (CCOBH)
- prepare dues reminder notices and addressed envelopes , distribute to Board Members for help with delivery (late Aug/early Sept)
- payment of monthly and seasonal bills; log and deposit dues when received

September

- payment of monthly and seasonal bills; log and deposit dues when received

October

- prepare proposed CCA Budget for next year , review with Board at quarterly meeting for finalization/approval
- work with Board to identify Snow Plowing Contract bidders and solicit bids
- register for DELDOT Snow Removal Reimbursement Program
- payment of monthly and seasonal bills; log and deposit dues when received

November

- review bids with Board and award Snow Plowing Contract (late Nov/early Dec)
- prepare dues reminder notices and addressed envelopes , distribute to Board Members for help with delivery
- payment of monthly and seasonal bills; log and deposit dues when received

December

- payment of monthly and seasonal bills; log and deposit dues when received