

Duties of Lake Raponda Association Treasurer

- Make deposits, write checks, reconcile bank statements monthly
- Go to post office box at least weekly to retrieve (and possibly distribute to other board members) correspondence, bills, etc. (the clerk has the only other key to the PO box).
- Prepare a verbal interim treasurer's report for the July meeting and a written annual report for the August meeting. A copy needs to be sent to Alan Baker to be posted on the LRA website.
- Sit at a check-in table with the clerk at both meetings to maintain a sign-up sheet for attendees and collect unpaid dues

Bank account information:

- We have a commercial money market savings account at M&T Bank, Acct No. 15000565216899. It is an interest bearing account and also functions as a checking account.
- You will need to be added as an authorized signer to the account. This requires that a current signer (Carol Bois in this case, since my name will be deleted) goes to the bank along with the new signers (you and perhaps the new president) so that you can all sign the signature card at the same time (this is a bank requirement). New signers will need to bring a driver's license or other ID. The bank also wants
 - A copy of the meeting minutes confirming your election as treasurer
 - A copy of the bylaws
 - A letter from the new president listing anyone besides the president and treasurer who will be an authorized signer

At the bank, the old account profile will be deleted, and you will create a new profile on the spot.

- We do banking electronically. Each month the treasurer will receive an email saying that a new statement is available. You will need to log into the account (<https://onlinebanking.mtb.com/>) to download the statement and copies of canceled checks. Current User ID is TreasurerLRA, but the bank may require a new user ID at the time the new profile is created.

Record keeping:

- All documents relating to the treasurer are kept in Google Drive. These include bank statements, invoices, correspondence, etc.
- You will need to ask Alan to give you access to the shared drive and various folders so that you can upload everything as needed.

Other:

- Sometime before the August meeting, the trustees need to decide which charities they will recommend to the membership as recipients of contributions and the amount of those contributions. You may need to remind the president, as this sometimes get overlooked.
- Alan needs to be notified that emails addressed to "treasurer" should now go to the new treasurer's email address (the bank's emails will automatically go to "treasurer," so nothing needs to be done there).

- I've been largely in charge of maintaining the Master List of members, primarily because I'm the website contact for the LRA. It's my understanding that the new contact person will be someone on the Social/Membership Committee, but they won't have rights to the Master List. I believe the clerk will be taking over that job.
- Robert McConnin is the only person in the LRA without a computer/internet access. I print out a copy of the president's welcome letter in the spring and any other emails having to do with dues and drop them off in his mailbox. He actually needs copies of everything that goes out regarding membership activities (which he took me to task for forgetting at the July meeting). Perhaps the Social/Membership Committee could take this on.
- We don't have an official letterhead format for correspondence, but I've used the one on the attached cover letter.

Lake Raponda Association, Inc.
Wilmington VT 05363

PO Box 1217
Wilmington VT 05363
September 19, 2022

Deerfield Valley Health Center
SVMC Deerfield Valley Campus
30 VT Route 100
Wilmington VT 05363

To All at the Deerfield Valley Health Center:

As treasurer of the Lake Raponda Association, it is my pleasure to inform you that the membership voted to donate \$100 to the Deerfield Valley Health Center again this year. Please accept our thanks for the important service that you provide. We are most grateful for all that you do.

Sincerely,

Michaelanne Widness
Treasurer
Lake Raponda Association, Inc