**MGAGCM**

**MASTER GARDENER ASSOCIATION GENESEE COUNTY MICHIGAN**

**Board/Treasurer Checklist & Monthly Activities**

**Treasurer Monthly Duties:**

* **Reconcile monthly bank statement**
* **Collect checks/pay bills/balance checkbook**
* **Present monthly treasurers report to executive board**
* **Prepare check for speakers**
* **Present treasurer’s report at monthly MG meeting**

**Ongoing duties:**

* **Prepare lists for Banquet (Spring/awards), Bus Trip and Fall into Spring as cks come in**
* **Send project chairs summary of income/expenses**

**January**

* **Review protocol for weather and meeting cancellations**
* **Collect Board Commitment letters and Annual Governance SOPs from Board**
* **Schedule audit committee meeting and complete audit**
* **Update Directory Information for officers and chairs**
* **Send Chapter Renewal/Application to membership**

**February – *State of MI taxes due***

* **Report audit results at monthly MG meeting if not done @ January meeting**
* **Solicit nominees from Project Chairs for banquet awards (Outstanding and Distinguished MG)**
* **Collect confirmation of certified MG’s, chapter renewals and compile list of members**

**March *–***

* **Finalize chapter member list to mail to MMGA with MMGA dues $ due 4/1**

**April – *Banquet/Spring & Awards***

* **Banquet (Spring/Awards) - Compile list of those paid for banquet as cks come in**

**May – IRS Form 990 due - *Ask A Master Gardener***

* **Arrange with Wojo’s the shopping dates to benefit MG**

**June *–*Garden Tour ticket presales – coordinate with chair person**

**July *– CR Picnic – No Meeting/No Speaker***

* **Complete June and July treasurer’s report and save for August monthly MG meeting**

**August *– Nominations & Election Committee Recruitment***

* **Prepare budget request forms for standing committees (due in September)**

**September**

* **Nominations process (follow SOP)**
* **Begin working on budget for next year to present at October Bd Mtg**

**October – *Fall into Spring & Nominations Announced***

* **Present budget at October Bd Mtg**

**November *– Elections, Budget Approval & Christmas Party – No Speaker***

* **Present draft budget to board to finalize and make ready for membership vote**
* **Recruit volunteers for January Audit**

**December *– No Meeting/No Speaker***

* **Incoming/Outgoing Board Meeting**
* **Make copies of new budget for Board**
* **Set date to change signatories on bank accounts (when new Treasurer/President)**
* **Schedule meeting with new treasurers (if applicable)**

**Updated 11/30/15 - mc**