

## Treasurer Duties

- Primary Responsibilities: Construction and maintenance of FBCG working books; collection and disbursement of funds; Sustainable Food Center (SFC) liaison. Secondary Responsibilities: Oversee garden grants and donations; ensure proper spending of funds; set up tax-exempt accounts when needed
- Manages budget and expenditures: construct and maintain working books; maintains backups and document copies; audited as requested by SFC
- Receives money for plot rentals, fund raising projects, grants, and payment in lieu of Work Hours; records in books; notify gardener of receipt; mail to SFC
- Prepares reimbursement requests per SFC guidelines; maintains backup records and copies; records in books; mail to SFC
- Signs and honors memorandum of understanding acting as garden liaison between FBCG and SFC; works with SFC Co-Director and accountant to reconcile books, receipts and reimbursement requests; maintains annual gardener and volunteer waivers for PARD requirements
- Prepare grant reassessments with Garden Coordinator; present to grantor as needed
- Ensure grant funds are spent per Admin. Council's directives and in keeping with grantor's guidelines; record in books per SFC guidelines
- Keeps petty cash
- Attend meetings as required
- Receives and holds all new gardener contracts and forwards new gardener information to the Communications/Orientation Teams
- Keeps current records of all plot-holders and payment of plot rentals
- Notifies gardeners about non-payment and follows up
- Manages budget and expenditures by requiring prior approval on all purchases
- Communicates with team leaders about budgeting constraints affecting their areas
- Notifies Sustainable Food Center liaison about purchases and maintains close communication about status of budget
- Reports status of the budget at monthly planning meetings