

5.2.4 Treasurer

5.2.4.1 Task Areas & Descriptions

1. Attend and actively participate in Board Meetings.
2. Participate in Emmaus community gatherings.
3. Be actively involved in a reunion group.
4. Record &/or deposit all monies received by Northern Colorado Emmaus Community.
5. Record & pay all authorized bills of Northern Colorado Emmaus Community (including payments to the Upper Room for new pilgrims following completed walks.)
6. Keep books & financial records in accordance with the Articles of Incorporation & By-Laws of Northern Colorado Emmaus Community, current tax law & requirements of the National Emmaus movement.
7. File all appropriate corporate forms with the State of Colorado and the IRS, annually or as required by law.
8. Prepare a current financial report for each regular board meeting.
9. File any other financial reports needed.
10. Coordinate collection of registration fees with registrar, including both advance and Thursday night collections. Designate a representative to be responsible for monies collected Thursday night.
11. Provide Head of Support with petty cash for Walks.
12. Coordinate receipt of all monies collected and reimbursements of expenses incurred in support of gatherings.
13. Provide for an annual audit of all financial activities of the Northern Colorado Emmaus Community, Inc.