Duties of the Treasurer

Senate District 52 DFL

The Treasurer is, according to state law, the legal representative of the Senate District 52 party unit. It is the Treasurer’s responsibility to manage all district funds, keep strict financial records of contributions and expenditures, and submit those records to the Minnesota Campaign Finance and Public Disclosure Board in the required format.

Primary Duties

Understand Campaign Finance Laws
- Know where to find campaign finance information, and how to get additional help when needed
- The best listing of the Treasurer’s duties is found in The Minnesota Public Disclosure Law – Political Committee and Fund Handbook, compiled by the Ethical Practices Board (http://www.cfboard.state.mn.us/). This document is the Treasurer’s ‘bible’ and be should read by all DFL officers.

Manage Funds & Maintain Bank Account
- Receive monies, make deposits, maintain records, and disburse funds as authorized
  - Make no disbursement without authority or ratification by the SD52 Executive Committee or Chair, according to its constitution and bylaws
- Regularly reconcile the account by comparing actual cash on hand with receipts and spending records
- Deposit contributions within 10 business days of receipt
- Ensure careful safeguarding of cash/checks against loss or theft across a variety of situations
- Provide and retrieve cash boxes as needed to make change and collect money from merchandise sales or event admissions
- Determine and manage tools for taking credit/debit card payments and contributions (e.g., Square, PayPal, Act Blue)
- Manage business relationship with financial institution; determine the institution to use and the types of accounts to set up

Recordkeeping
The Treasurer must keep detailed records of all contributions SD52 receives and all money it spends. Examples include:
- Total amount of money the SD52 party unit receives
- Name and address of anyone who gives more than $20 to SD52, along with the date and amount of the contribution
- Every expenditure made by the SD52 party unit, along with the date and amount of the expense

Reporting
- Prepare and present financial reports at monthly SD52 business meetings
- Prepare and submit timely reports to the Minnesota Campaign Finance and Public Disclosure Board

Planning
- Chair or serve on the Fundraising Committee
- Work with the SD52 Executive Committee and Subcommittee Chairs to establish a budget; present to members in January
**Treasurer Transitions**
- Maintain written policies describing how to transfer duties and financial records from a former treasurer to a new treasurer
- First duties after being elected:
  - Accompanied by the SD52 Chair, go to the bank to change the signatories on the party unit's bank account
  - If the Chair and/or Treasurer are new to their roles, submit an updated registration form to the Minnesota Campaign Finance and Public Disclosure Board Campaign finance rules

**Shared Duties of All SD52 Officers & Directors**
All SD52 officer and director positions are leadership roles, and thus require managing and inspiring the work of others to meet current priorities and to move the organization forward toward a shared vision

1. Communicate and guide the mission, vision and principles of the SD52 organization
2. Display a solid understanding of and adherence to the SD52 Constitution and Minnesota political/campaign finance laws. All officers must read the [MN Public Disclosure Law - Political Committee & Fund Handbook](http://www.cfboard.state.mn.us/) at [www.cfboard.state.mn.us/](http://www.cfboard.state.mn.us/)
3. Represent SD52 with integrity in the community and at party meetings and events
4. Attend and assist with SD52 business meetings, caucus, and convention
5. Promote and attend/volunteer at SD52 events whenever possible
6. Support our communities by making an effort to participate in community events and initiatives
7. Continuously invite, welcome, inform, and involve new members
8. Steadily expand our collective network and connect people and networks to each other
9. Help to recruit and encourage strong and diverse candidates for state legislature, school board, county, city or township office, and other local appointments and commissions
10. Deliver any contributions and expense receipts to Treasure within 2 business days of receipt

**Characteristics of a Successful Treasurer**

- Well informed in the areas of:
  - Basic bookkeeping
  - Microsoft Excel
  - Organizational budgeting
- Responsive and reliable
- Trustworthy and vigilant
- Stickler for accuracy, deadlines, and proper procedure; detail oriented
- Effective communicator
  - one-to-one, and in small and large groups
  - written and verbal

**Breakdown of Duties by Day/Week, Month, Year**

**Daily/Weekly:**
- Check email, texts, and phone calls and respond promptly to issues as they arise – delegate as needed
- Deposit monies/contributions as soon as possible
- Check in with and assist Fundraising Committee as needed
- Attend any SD52- and community-sponsored events as possible; work to expand our network

**Monthly:**
- Reconcile accounts, comparing actual cash on hand with receipts and spending records
- Prepare budget report; present at SD52 business meeting
- Attend CD2 meeting

**Annually:**
- Co-lead annual budgeting process; submit to membership in January
- Review and approve fundraising plan
- Set clear prioritizes and guidelines for spending based on available funds
- Submit annual report

**Biennially:**
- Attend and assist with SD52 caucus and convention
- Volunteer on campaigns