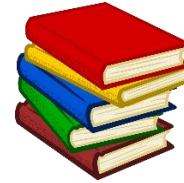


Friends of Salem Free Public Library (FOSFPL)

Seeking Treasurer



FOSFPL provides funds for programs, books/ material purchases, and much more. We are current seeking a head treasurer to:

1. Maintain the financial data of FOSFPL using an Excel spreadsheet.
2. Prepare the monthly financial report for FOSFPL executive board.
3. Provide a monthly expenditures report for the Salem Free Public Library (SFPL) director.
4. Ensure that FOSFPL nonprofit status is maintained by checking FOSFPL CT state nonprofit status and paying that fee.
5. Take deposit data from the Assistant Treasurer and enter into FOSFPL financial data software.
6. Submit the annual Federal 990N or 990EZ tax report. If the tax reporting for any fiscal year is too difficult, the treasurer shall recommend hiring a CPA to complete the tax submission.
7. Work with the Executive Board and the Library Director to complete the annual budget.
8. Prepare the annual report for the Salem Library Board of Directors. This report details the categories and amount of money FOSFPL will be donating in a fiscal year.
9. Keep the Assistant Treasurer up to date on data.
10. Perform a monthly reconciliation of the bank accounts with the Assistant Treasurer.
11. Prepare a monthly list of donations with donor's name, address and amount for the FOSFPL President. The FOSFPL President will prepare and mail thank you letter to the donor.
12. Maintain the invoices and receipts for all expenses.
13. Work with Assistant Treasurer to prepare data and documentation for the committee performing the annual financial review.

If interested in finding out more contact drennebe@icloud.com