

**ASSISTANT TREASURER RESPONSIBILITIES FOR LANDLOVERS, INC.
AND LANDLOVERS FOUNDATION, INC.**

The Assistant Treasurer of the Landlovers, Inc. and the Landlovers Foundation, Inc. (collectively, the Corporations) is responsible for assisting the Treasurer in managing and administering financial and fiscal matters of the Corporations and in ensuring development and Board review of financial policies and procedures. This position provides the necessary internal controls for the Corporations' financial activities and allows for the cross-training of the Assistant Treasurer in preparation for his/her role as the incoming Treasurer. In the event of the Treasurer's incapacity, the Assistant Treasurer will act as the custodian of all funds and securities and be responsible for keeping full and accurate accounts of receipts and disbursements in the financial records of the Corporations.

The Assistant Treasurer will assist the Treasurer in fulfilling the following duties and responsibilities:

1. Disbursing funds as may be ordered by the Board of the Corporations (Board)
2. Accounting for all financial transactions of the Corporations by:
 - a. Reconciling accounts, making withdrawals and deposits and other banking-related matters
 - b. Assisting the Board members and Committee Chairs in financial matters relating to the Corporations' activities, events and fund raisers
 - c. Serving as Flea Market assistant treasurer
 - d. Working with the Treasurer and President of the Corporations to prepare the proposed operating budget and present it to the Board during the October board meeting
 - e. Providing budget and other financial reports as requested or needed by the Board
 - f. Preparing year-end financial reports and filing the tax returns by the October 15th deadline
 - g. Paying GA state and local sales taxes on all fundraiser sales
 - h. Making application for licenses for raffle sales
 - i. Handling administrative tasks for the Corporations such as registering the Corporations annually with the state
 - j. Obtaining liability insurance and D&O insurance and presenting to the Board for approval
 - k. Preparing financial information for the year-end membership meeting, including the results of the various fund raisers
3. Attend all Board meetings
4. Attend the Corporations' functions whenever possible