

Cheyenne Mountain Zoo Auxiliary Job Description - May 2024-25

Position Title: CMZA Treasurer

Reports to: CMZA Executive Board President

Position Summary: The Treasurer is responsible for processing authorized deposits, reimbursements, and expenditures for the Operating Budget and Restricted Fund. The Treasurer maintains the monthly records, spreadsheets and provides monthly reports on these accounts. The Treasurer is a voting member of the Executive Board, and a non-voting member of the Finance committee – serving the Finance Committee in an advisory capacity only.

Responsibilities and Duties:

There are two accounts for the CMZA, both under the auspices of the Zoo. Our tax-free # is **98-04109**. The fiscal year of the Zoo and Auxiliary is **May 1 - April 30**.

- Each month the treasurer prepares financial statements for these two accounts:
 1. The Operating Budget, with funds being provided by the Cheynne Mountain Zoo.
 2. The Restricted Account, with funds being provided through the Kroger's Community Rewards program, general donations, \$10 from each sustaining docent, and \$5 annual payment from the CMZ for each docent (active, inactive, and sustaining) with a current Zoo membership.
- The Treasurer is responsible for processing authorized deposits, reimbursements, and expenditures for the Operating Budget and Restricted Fund. Those authorized to sign on these accounts are the Treasurer, President, and President-elect. The Treasurer provides monthly reports on these accounts to the following:
 1. CMZ Accountant (Tracy Hill – Thill@CMZoo.org)
 2. CMZ Finance Assistant (Dina Bredahl – Dbredahl@CMZoo.org)
 3. CMZA Board
 4. Treasurer's notebook/Monthly File Folder

➤ After the Board meeting, both reports are posted on the bulletin board in the DRC.
- The Treasurer is ex-officio, non-voting member of the CMZA Finance Committee.
 1. The treasurer maintains the grant spreadsheet for the CMZA Finance Committee:
 2. An updated copy of the grant spreadsheet is given to the President and the Chairman of the CMZA Finance Committee at the end of the fiscal year.
 3. The Treasurer notifies the grant recipient of the grant following the CMZA Board meeting where the grant was given final approval.
 4. A copy of the notification is sent to the Chairman of the Finance Committee.
 5. The Treasurer arranges with the Finance Office for payment of the grant. The grant is to be taken out of the CMZA Restricted Account.
- Prior to the beginning of training, each prospective docent will pay the CMZA \$40 to cover the cost of a background check.
 1. This money is held in the Restricted Account. If the background test is passed, the prospective docent will have a \$40 credit to go towards the cost of the Education and Reference Manual.
 2. The balance will be used to offset part of any uniform pieces purchased by the prospective docent.

The **Operating Budget** is the day-to-day operating account.

Operating Budget Details

- Only the President's gift is a budgeted item and is taken from the Service Recorder account. The usual amount is approximately \$50. Gift purchases by officers and committee chairs are a personal decision and not deducted from the budget.
- The Auxiliary will pay the Association of Zoos & Aquariums Conference registration fee for its official voting delegate, the Vice President Education. In addition, the official voting delegate will receive reimbursement for travel and lodging. Lodging at the convention will be reimbursed based upon half the hotel rate for a double occupancy room. Travel will be reimbursed for an economy air ticket. Should the delegate choose to drive, reimbursement will be based on gas costs for the direct route to the convention and back. Meal expenses and optional activities not covered by the basic registration fee will not be reimbursed. See Rules and Policies for an exact explanation of what is covered.
- Refreshments for CEC's and new docent training are taken from the Social budget.
- Expenses for the new docent's name tags are taken from the Education budget.
- For Safaris outside of El Paso County, docents may be reimbursed mileage at the current IRS rate.
- All major office equipment expenses are charged to the DRC. This includes the copier, new computers, sound systems, etc.

The **Restricted Account** is the "private" account. Money from this account is only used after authorization by the CMZA Board.

Restricted Fund Details

- King Soopers – We are currently part of the Community Rewards program at King Soopers, our **Customer ID is #108451**.
 1. To add a docent, family member or friend to our Community Rewards one logs into their Kroger/King Soopers account, clicks on the menu button on the top left (three horizontal lines.) then click on "Rewards" then clicks on "Community Rewards" then search for "Cheyenne Mountain Zoo Auxiliary" and select it.
 - After this is completed, when using the Kroger/King Soopers number at checkout, the CMZA will receive 5% back – the check will be sent to the CMZ Administration Office and will be placed in our mail slot.
- Training:
 - a. Uniforms are sold to the trainees and seasoned docents. This money is deposited into the Uniforms fund. The VP Education/VP Education will collect the money and submit it to the Treasurer for deposit.
 - b. Educational manuals are sold to the trainees and seasoned docents. The VP Education/VP Education will collect the money and submit it to the Treasurer for deposit.
- Donations to Primary Programs are deposited in the Zoopeteers fund in the Restricted Account.

Timeline

June – May

- Prepare and distribute monthly reports. Reconcile with CMZ Accountant.
- Support when needed, as a non-voting member of the Finance committee – serving the Finance Committee in an advisory capacity only. Facilitate the funding process and recording of the approved grant.

Key Month Milestones:

June

- Prepare the memo to change the Authorized Signers on both accounts and submit to the Director of Finance/HR.
- To satisfy the IRS, the Treasurer maintains a copy of the financial records for a period of 7 years.
- All other records should be given to the CMZ Finance Department for destruction.

September

- ❖ **Note:** The Past President and Corresponding Secretary have been active in following up of memberships for all classifications of docents. The Treasurer creates the spreadsheet sent to Zoo Membership Department and submits the reimbursement memo. The Corresponding Secretary completed all other tasks.
 - Once the directory is out, revise the Excel spreadsheet with the name, membership category, and a blank column for the membership expiration date of each docent. This information may be extracted from the monthly “Hours” spread sheet and the Directory for Inactive and Sustaining docent names to be included.
 1. Submit the list to Membership and they will provide the new membership expiration date. Also provide the Membership with a list of docents who need to be deleted.
 2. Inform the President of those Active, Sustaining, and Inactive docents whose memberships have expired.
 3. Inform the Past President and Corresponding Secretary of those Inactive and Sustaining Docents whose memberships have expired.
 - Submit the Membership Reimbursement memo and the spreadsheet to the CMZ for reimbursement of \$5 per docent, as long as they have a current Zoo membership (do not include Honorary docents, Zoo employees, or spouses of employees).
 - The money is deposited into the Restricted Account.

October

- Prepare the proposed Operating budget for the next fiscal year. ***The budget will be based on the comparison of previous budgets and expenditures. Any residual FY budget does not “roll over” to the next FY.***
 - Setup a Meeting with the Director of EdVenture Career Development (Stacy Graham – Sgraham@CMZoo.org). This meeting will be to review the proposed Operational budget.
 - ❖ **Note:** This is the time to request an increase to the FY operational budget (e.g., A piece of IT equipment, a special event – 60th Auxiliary Anniversary – 2029). Any such request must be accompanied by quantifiable back-up data. An increase is not guaranteed.
- Present the finalized Operational budget to the Board.

March

- The EdVenture Dept will pay for our yearly membership subscription for ***Signup Genius – end of March.***
 - The EdVenture Department will then bill the auxiliary.
 - The funds are to be transferred from the General Funds of the Restricted Account to the EdVenture Department to cover the cost.
- Review the remaining money in the monthly account and make certain the budget will be spent by the end of April.
- Remind the Board the yearly budget is coming to a close at the end of April and they need to submit their receipts for reimbursement.
 - Some Board members have been known to forget and hold onto receipts, and then present them during the next fiscal year. Try to prevent this from occurring.
- Recommend extra spending (DRC supplies, desired equipment, and other similar items) to make sure the funds are spent. That may mean some line items will be significantly overspent and others under spent. A very small positive bottom line is the desired outcome for the fiscal year that we are looking for. *Again, any residual FY budget does not “roll over” to the next FY.*

April

- Once the CMZ Board of Directors has passed its budget for the next fiscal year, final adjustments can be made to the CMZA Operational budget line items (Bottom line total dollar value will not change.).
 - Prepare Funding Memos:
 1. Capital Campaign pledge - as applicable.
 2. Education Department (School Opportunity Fund). Usually, \$2,000
 3. EdVenture Department (Internship Scholarship Fund). Usually, \$1,500 to \$2,000
 - Funds are taken from the Restricted Funds.

May

- Prepare and submit the annual report for both accounts to the CMZA President.
- Ensure the Corresponding Secretary sends a list of the new docents to the Membership Assistant.
- Distribute and review the new budget for the next fiscal year.
- Distribute the Request for Reimbursement Form and Tax-Free Certificate to the Board.
 - Remind them they will not be reimbursed for taxes and to use our tax-free ID number when making purchases. These forms are available in the yellow folder on the Bulletin Board in the DRC.
 - ❖ *Amazon does not have a mechanism for inputting a Tax-Free ID number.

Table of Acronyms:

CMZ: Cheyenne Mountain Zoo

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CEC's: Continuing Education Credits

FY: Fiscal Year