Responsibility Matrix

	MAB Treasurer will…	Association Treasurers will…
Account Management	• Maintain banking accounts • Authorize changes to signature cards at bank • Maintain Chart of Accounts (UCOA)	• Be authorized signers on association account • Use standardized expense accounts from chart of accounts (UCOA) • Assign all transactions to the proper class (Band-Carnegie, Golf, Dance, etc.) and division (Band, Choir, Drama, etc.) • Add donors, vendors and classes to appropriate lists as required • Notify corporate treasurer when changes to authorized signers need to be made
Transactions	• Assign transactions to the proper division (unrestricted, temporarily restricted, etc.) • Cover common expense: insurance, etc. • Reconcile bank accounts monthly in QBOE	• Transact deposits and check writing for respective associated group • Ensure minimum balances are maintained • Enter deposits into QuickBooks Online Edition (QBOE) into their respective checking accounts • Enter payments into QBOE from their respective checking accounts
Financial Statements and Annual Report	• Prepare consolidated financial statements for the organization for MAB meetings, IRS, State of Washington and auditors • Assist association treasurers with preparation of association financial statements • Prepare annual 990 tax return • Prepare 1099s, 1096s for all vendors (i.e. contractors, coaches, private instructors, etc.) receiving more than $600 in a calendar year • Prepare filings with the State of Washington	• Prepare financial statements for their respective association meetings • Return all records, checkbooks and debit cards to MAB treasurer at end of each school year
Record Keeping	• Keep records of undesignated gifts from donors in amounts > $250 • Prepare donor letters for all undesignated gifts > $250	• Keep records of gifts from donors in amounts > $250 to their respective associations • Prepare donor letters for all gifts > $250 – use letter templates in QBOE • Maintain records of invoices, receipts, cancelled checks, bank statements for their respective associations
Merchant Account	• Maintain credit card merchant accounts and machine; check out to associations as requested	• Request use of merchant account when needed