Parents’ Club of Stanford University
Job Description for Financial Secretary
Updated May, 2015 by Dianne Willoughby

Overview
The Financial Secretary collects and records all monies received by the Parents’ Club of Stanford University, then deposits cash and checks into the Parents’ Club’s checking account at Citibank. The Financial Secretary is an elected member of the Board of Directors and attends all Board of Director meetings. The Financial Secretary is also a member of the Finance Committee.

I. Mail Pick-up and Distribution
   A. Pick up mail at USPS on campus, mailbox 19444. Your frequency of pickup will depend upon time of year and volume of membership forms expected.
   B. Separate all mail for other SPC leaders; contact them as needed and coordinate delivery. Perhaps they will ask you to open and scan for them or dispose of in another manner.
   C. Discard advertisements and other junk mail.

II. Bank Deposits of Cash and Checks and Data Input
   A. Checks and Cash – When opening envelopes with membership forms, ensure that checks have address on them before separating check from membership forms/envelopes.
   B. Make sure checks are made out to Parents’ Club of Stanford University or Stanford Parents Club.
   C. Input information to Excel:
      1. Date (use intended deposit date, preferably asap)
      2. Name, if it is a donation (include full names, woman’s name first, that appear on the check)
      3. Address, if it is a donation (full address; important for Corresponding Secretary. Obtain address from membership form if it is not on the check.)
      4. Account (e.g., Donation from Member, Income for Merchandise, etc. See list of accounts and account categories from Treasurer)
      5. Check #, if it is a donation
      6. Amount
      7. If $’s are from various people for an SPC event, for Holiday Lunch for example, you can enter the total only and input “various” for the names.
   D. Prepare bank deposit slip. Citibank does not require this, but it is a good record to keep track of deposits. If your list of checks is long, don’t rewrite on the deposit slips; write ”see attached list” and attach your deposit list from Excel.
   E. Stamp each every check with SPC’ Citibank stamp.
   F. Take deposit to bank and get a receipt. Attach it to deposit slip (and list if used).
G. Email Treasurer the deposit information. CC: President & President-Elect.
   1. Date of deposit
   2. Amount by Account
   3. Total $’s deposited
H. Coordinate with the Membership Chair to give the Membership Forms and envelopes to them as soon as possible. They will need these to enter into the Membership database.

III. Monthly Reporting, immediately following month end:
   A. Complete Transaction Report and the Banking Report from the deposit detail.
   B. Distribute via email to Treasurer, President, President Elect, Corresponding Secretary

IV. Cashbox Management at Special Events
   A. Confirm if one or two Cashboxes are needed with the lead Merchandise Coordinator for the following events:
      a. New Student Orientation (NSO)
      b. Holiday Luncheon
      c. Parents’ Weekend
      d. Admit Weekend
   B. Plan to bring Cashbox to these events, BEFORE or AT THE START. If you cannot attend, it is imperative that this be coordinated with the lead Merchandise Coordinator a week or two prior to the event.
   C. Ensure that there are sufficient $1 bills, at least 75. (Helpful to ensure this after every event so that it is ready for the next event.
   D. Check in periodically with lead Merchandise Coordinator during the events, managing cash totals.
   E. Review the Cash Pickup form with Merchandise Coordinator before the event and confirm that it will be utilized at the end of the event for counting $’s collected.
   F. Obtain Cashbox at end of event. Count $’s, confirm balances on Cash Pickup form with Merchandise Coordinator. (See Square Reporting below for Square proceeds.)
   G. Deposit $’s earned to SPC checking account as soon as possible. Report deposit to Treasurer.

V. Square Reporting, immediately following event:
   A. Log into Square and view deposits by day by selecting Sales then Deposits.
   B. Obtain Event Chair report of sales at events, including Square sales.
   C. Compare Square report to Event Chair report and work with Event Chair to resolve any differences.
   D. Provide Square sales and fee information for the event and month to the Treasurer.

VI. Budget and Reimbursement - There is a small budget to cover incidental expenses, if needed. Expenditures in excess of this budget cannot be made without prior permission from the Board of Directors. Keep the original receipts for any costs incurred and submit them, with the Parents Club’s Reimbursement Form, to the Treasurer.