

VBAS Standing Rule Office of Bookkeeper Role and Responsibilities Baseline Created Dec 4, 2015

The office of VBAS Bookkeeper is a Board appointed non-voting office with an open-ended term that supports the VBAS Treasurer. The VBAS Treasurer still has full responsibility for the duties of Treasurer per the by-laws. The VBAS Bookkeeper will not be authorized to sign checks. The Bookkeeper is not required to attend board meetings, or participate on committees.

Duties of the VBAS Bookkeeper:

Keep an accurate set of books using tools such as Quick Books using information collected and provided by the Treasurer.

Generate current reports to be presented at the VBAS Board Meetings by the Treasurer.

Generate an annual report and set of books to support the Treasurer during the annual audit. Bookkeeper will also provide assistance as necessary during the audit.

Provide assistance to the Treasurer for generating tax reports as required by State and Federal law.

In addition to financial data the Bookkeeper will also record the planetarium attendance data to be collected by the Treasurer from the planetarium crew along with the proceeds from the weekly shows.

This standing rule can be modified or eliminated by the Board of Directors as deemed necessary. The current version of this standing rule should be made available on the VBAS web site at all times.