



Rotary Club of Sedona

District 5490, Club #1230
PO Box 2170
Sedona, Arizona 86339
www.sedonarotary.org

Service Above Self

April 1, 2008

Yamini Goswami,

Upcoming Meetings:

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|------------------------|--|
| April 8 th | Joann Kuruc, A Positive Attitude in the Workplace |
| April 15 th | 11:00 AM, Board Meeting. Florence Rosiello, MD, Psychiatrist /Analyst There are three in the Marital Bed |
| April 22 nd | David Keeber, Nepal |
| April 29 th | George Cedic, |

Treasurer: Volunteer needed.

You, as the new treasurer, are one of over 32,000 Rotarians (Rotary clubs) in more than 200 countries and geographical areas. You will be Treasurer for one year only. During this time, you like the others, will maintain Club records, and perform the following duties.

Learn the Quickbooks accounting system. The outgoing treasurer will assist with the installation on your computer, the training and the transition.

- **Pick up mail at Post Office**
- **Weekly: 1 to 2 hours per week to post receipts and pay bills.**
- **Monthly: 1 hour at Board Meeting, plus 1 hour to prepare report.**
- **Quarterly: About 2 to 3 hours to post membership bills.**
- **Semi-annually: 1 hour for reports.**
- **Annually: Audit, Corporation Commission and IRS Reports**
- **Periodic: 1-2 hours preparation and submission of member Paul Harris credit forms to Rotary Foundation**