



Cuesta College Federation of Teachers

LOCAL 4909

STRENGTH THROUGH UNITY

CCFT TREASURER JOB DESCRIPTION

Acronyms and Initials

AFT: American Federation of Teachers

BoT: Cuesta College Board of Trustees

CCFT: Cuesta College Federation of Teachers

CFT: California Federation of Teachers

C of R: Council of Reps

db: database

EB: Executive Board

FS: Fair Share Service Fee

HR: Human Resource office for Cuesta College

TCCLC: Tri-Counties Central Labor Council

Every month

- Update and copy FS packet before the first day of classes
- Attend EB, C of R, and CCFT general meetings
- Record all leave and re-assign time activities for auditor (Hudson Activity Report)
- Pay all bills, reimbursement requests, dues (AFT/CFT and TCCLC)
- Update AFT roster
- Make bank deposits
- Reconcile bank statements
- Update salaries and faculty load in db from Payroll excel sheet
- Print labels for EB upon request
- Process new members (copies of applications go to the CCFT VP, the webmaster, and payroll); also, enter new member into db and file application in member binder
- Keep track of legal bills for Legal Defense Funding; apply when necessary
- Keep track of Staff Formula Funding; apply when necessary

January

- After BoT meeting and receiving personnel packet from HR, update faculty roster in database (timely)
- Send FS packet to new faculty members by the 15th of the first month of the semester.
- Complete and mail COPE report (by Jan. 10?)
- Complete mid-year budget report and present to EB
- Before Jan. 15, notify Payroll of all CCFT members and FS members (Dec. is better)
- Handle requests for scholarship contributions

February

- Update FS payers in db and send changes to payroll by the 15th—important!
- Also check boxes in db (discount FS fee requested, etc.)

March

- regular monthly duties

April

- Send fair-share packets for next academic year
- Create box in db for “Sent FS packet” and year
- In odd-numbered years, work with EB to choose an independent auditor for financial review and FS audit

May

- Send roster of FS full payers and FS discount payers for next academic year to payroll

June

- Prepare COPE report—due in July
- Update FS roster in db and send changes to payroll
- In odd-numbered years, prepare materials for auditor
- Order CFT pocket calendars
- Pay gifts of appreciation for summer work to Pres, Grievance Officer, and Treas.

July

- Complete final budget report for previous fiscal year
- Develop CCFT budget for current fiscal year
- Develop COPE budget with COPE chair
- Complete and mail COPE report by July 10
- PERB report? (Pooley said this is no longer necessary—check)

August

- After BoT meeting and receiving personnel packet from HR, update faculty roster in database (timely)
- Send FS packet to new faculty members by the 15th of the first month of the semester.
- Present CCFT budget to EB; revise and disseminate
- Present COPE budget to EB; revise and disseminate
- After paying August affiliate dues, change CFT and AFT rates for dues calculations in db
- Update faculty salaries in db from Payroll excel sheet

September

- Update FS payers in db and send changes to payroll by the 15th—important!
- Also check boxes in db (discount FS fee requested, etc.)
- Complete and mail IRS 990 (due Nov. 15)
- Pay scholarship contributions (usu. \$1,000 each to Katy Tomes and Lenore Erickson)—notice will come from Foundation

October

- Regular monthly duties