

## **Diaper Bank of Minnesota Treasurer Volunteer Opportunity**

The Treasurer for the Diaper Bank of Minnesota is responsible for ensuring accurate reporting and financial accounting for the Diaper Bank of Minnesota.

### **Responsibilities include:**

- Manage the bank accounts that the Diaper Bank of Minnesota owns. (e.g., checking and savings accounts.) This would include making deposits and issuing payments for those expenditures that cannot be accomplished via the debit/credit cards. In addition, monthly review the bank records to ensure that the bank balance reconciles to the book (spreadsheet) balances.
- Issue the monthly financial status to the Board of Directors no later than 10 days following the end of the month.
- Annually prepare the federal (990 EZ) tax return
- File Minnesota Nonprofit Corporation/Annual renewal form.
- File Minnesota Charitable Organization Annual Report form.
- As needed provide to prospective donors or suppliers the Minnesota non-profit exemption certificate (ST-3) so that no sales tax is paid by the organization
- Annually create, in concert with the board an operating budget that represents the next year's goals for the organization.
- Provide complete transparency as to the financial condition of DBM.

### **Time Commitment:**

- Average 8 per month
- 1 - 2-year time commitment

### **Diaper Bank Contact:**

- Work directly with the Executive Director /DB Board

### **Contact Diaper Bank of Minnesota**

- 651-503-6869
- [info@diaperbankmn.org](mailto:info@diaperbankmn.org)

**Organizational Information:** The Diaper Bank of Minnesota is a 501(c)3 organization located in the metro Twin Cities area. The Diaper Bank of MN is a member of the National Diaper Bank Network, which raises awareness of diaper need across the country. The Diaper Bank of Minnesota has three primary goals at the Diaper Bank of MN: 1) Providing diapers to families in need; 2) Increasing awareness about diaper need in Minnesota; and 3) Advocating for changes to improve conditions for the many babies who need diapers.

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We work with partner agencies who distribute diapers directly to families in need. These agencies provide many services for families – we provide diapers so that they can focus on providing services rather than collecting diapers.