



# ROXANNA DABNEY

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## PETITION FOR OFFICE

I would like to serve the NSFRC club in the Treasurer position from 2025 to 2027.

## SKILLS

- Online Financial Applications
- Budgeting
- Income VS Expense Reports
- Detailed-oriented
- Organized
- Good Communicator
- Transparency
- Support Club's Leadership

## EXPERIENCE

- NSFRC TREASURER 2021-2025
- NSFRC WEBSITE COMMITTEE MEMBER 2021- CURRENT
- NSFRC C&BL COMMITTEE MEMBER 2021 - CURRENT
- NSFRC MEMBER SINCE 2017- CURRENT
- ARBA MEMBER SINCE 2017- CURRENT

## ACCOMPLISHMENTS

### NSFRC TREASURER- 2021 - CURRENT

- RECONCILE CLUB ACCOUNTS MONTHLY
- CREATE INCOME VS EXPENSE REPORT MONTHLY FOR BOD
- CREATED PROCESS TO UPLOAD ACCOUNT STATEMENTS FOR BOD FOR VISIBILITY OF TRANSACTIONS/RECONCILIATION
- CREATED INCOME VS EXPENSE REPORTS FOR CONVENTION AND NATIONALS FOR FUNDRAISERS
- POST TO BOD CHECKS DISPERSED FOR EXPENDITURES
- ASSISTED IN AUDIT IN TREASURY RECORDS FOR YEARS 2019, 2022, 2021, 2022, 2023, 2024
- WORK WITH SECRETARY MONTHLY TO DOCUMENT TRANSACTIONS FOR MEMBERSHIP AND SANCTIONS
- COORDINATION OF SECRETARY ACCESS TO BANKING ACCOUNT
- CONTINUE USE OF WEB APPLICATION FOR RECONCILIATION SO AUDIT COMMITTEE AND BOD HAVE VISIBILITY TO TRANSACTIONS AND RECONCILIATION OF CLUB ACCOUNTS
- REIMBURSE MEMBERS FOR EXPENDITURES FOR CLUB EXPENSES WITHIN 30 DAYS OF REQUEST
- PROVIDED CLUB MEMBERSHIP WITH FINANCIAL REPORT IN NEWSLETTERS
- FOLLOW TREASURY RULES PROVIDED IN THE C&BL AND APPROVED GUIDELINES IN THE BOD MINUTES

## GOALS FOR OFFICE

- MAINTAIN RECONCILIATION PROCESS MONTHLY
- CONTINUE TO PROVIDE MONTHLY INCOME VS EXPENSE REPORTS
- CONTINUE TO PROVIDE MONTHLY BUDGET VS ACTUAL EXPENDITURE REPORTS
- CREATE BUDGET FOR 2026, 2027 OPERATING COSTS
- CONSIDER MONEY MARKET OR CD INVESTMENT OPTIONS TO PROVIDE CLUB INCOME FOR ACTIVITIES FROM THE USE OF NON-CRITICAL ASSETS