

EXHIBIT F
of
Port Main Street Inc. By-Laws
Article 5

Section 1. TREASURER –

- a) An annual review of the Financials is done by the President and Vice President before the next budget is constructed.
- b) Financial Statements are presented for the boards approval each month at the board meeting.
- c) All reimbursements must have a receipt submitted or will not be reimbursed.
- d) All bills are reviewed by both the executive director and the treasure before paying.
- e) The debit card can only be used with the treasurer's approval.
- f) All Financials are submitted to the BID Board for quarterly approval and review.
- g) Wherever a signature is required the signer may sign the necessary document/s and electronically forward such document to the party seeking such authorization.
- h) Post summarized financial results to the Program's web site.

i) Secure bi-weekly Executive Director's signed time sheet, Exhibit F-1, reflecting hours worked and activities log prior to payroll computation.

j) The following is a list of the types of documents the Treasurer is responsible to have filed on behalf of the Program but is not limited to:

- (1) Form 990 Non Profit Tax return-Due 5/31 or extended due date if applicable.
- (2) Form 941-Payroll Reporting of Federal Liabilities-Quarterly 4/30, 7/31, 10/31, and 1/31.
- (3) Form 940-Payroll Reporting of Federal Unemployment-Annual-Due 1/31
- (4) Quarterly Wage report-Reporting of State Unemployment Liability-Quarterly-Due 4/30, 7/31, 10/31, 1/31
- (5) Form WT6-Reporting of State Withholding Liability-Quarterly-Due 4/30, 7/31, 10/31, 1/31
- (6) Form WT7-Annual Reconciliation of WT6 reporting-Annual-Due 1/31
- (7) Annual Report-Renewal of Corporation-Annual-Due 1/31
- (8) W2s-Annual reporting of Wages to Employees-Due 1/31
- (9) 1099-Reporting Contract wages paid. If applicable-Due 1/31