



Treasurer

Position Responsibilities

The Treasurer is responsible for all of the Club's money, both incoming and outgoing, and maintains accurate records to ensure legal compliance.

Collecting Dues & Funds

- Maintain a list of Club members who have paid their dues and reconcile with receipt of dues paid.
- Deposit all Dues and Funds donated into Bank Account

Paying Bills & Managing Accounts & Disbursements

- Pay all bills for the Club, including insurance bills.
- Record the payee, nature and amount of all disbursements
- Reimburse Club members for valid reimbursable Club expenses
- Maintain and reconcile the Club's bank accounts.

Preparing a Budget & Accounting

- Maintain an accounting of all income and expenses
- Update the Club on a regular basis with an accounting status of Club finances.
- Bring any shortfalls or expense issues to the attention of the Board.

Reporting Financial Information

- Prepare periodic treasurer's reports for presentation at Club meetings, board meetings, and for publication in the Club newsletter. Reports should cover receipts, expenditures and balances for all funds. Any money collected should be shown, and bills paid should be listed.
- Respond to inquiries relating to the Club's finances
- Prepare reports summarizing the financial results of major special events
- Prepare annual financial statements

Tax Returns

- Prepare and file all necessary federal and state income tax and information returns
- Prepare and file state sales tax returns

Preparing a Successor

- Upon the election of a new Treasurer, the incumbent Treasurer prepares the newly elected, explains are financial reporting, record keeping, bank accounts, and bill payments.
- Ensures any newly elected Treasurer is provided a full review of existing information before assuming the role in full.