

## Treasurer's Responsibilities

1. Prepare seasonal budgets
  - a. Spring budget should be completed and reviewed in early November.
  - b. Summer budget should be completed and reviewed in June.
  - c. Fall budget should be completed and reviewed in early August.
  
2. Communicate with YOUR CLUB's accountant
  - a. Request financial statements for review at board meetings.
  - b. Provide deposit summary.
  - c. Code and forward expenses and expense receipts/reports.
  - d. Pick up, sign and mail checks (2x/month)
  - e. Make sure taxes are prepared, reviewed and filed on a timely basis.
  - f. Periodically evaluate performance, determine if billing rate and hours are acceptable. If needed, find and recommend a change of Accountants.
  
3. Manage Mail, Contracts and Corporate Documentation
  - a. Pick up mail as needed (typically 1x/week during the non-registration time of the year; 2x/week during fall registration period which typically runs from October 1 through November 30).
  - b. Maintain original corporate documents and all key financial documents, e.g., original articles of incorporation, bylaws, tax returns, contractors' W9 forms, contractor's agreements
  - c. In conjunction with Coaching Coordinators, develop seasonal contractor's agreements for approval and signature by the President and Treasurer.