

Treasurer

Position Summary: This position constitutes the legal and financial aspects of the club. It oversees, monitors, and manages legal issues and the financial status of the club.

Responsibilities include, but are not limited to . . . (and may be delegated as applicable)

- Coordination and management of club legal and/or 3rd party relationships
 - This includes, but is not limited to . . .
 - Insurance policy(s), Sales Tax, Property Tax, Income Tax, etc., as applicable
- Coordination and management of club finances, income and expense status
 - Produce industry standard financial statements annually and/or at the Board's request
 - balance sheet, income statement, special financial reports as appropriate
 - Report the basic financial status to the Board at all Board meetings
 - Report to the Board any financial discrepancy or financial issue as soon as discovered
 - Manage funds and ensure they are accounted for with defacto accounting rules
 - Maintain an income ledger, an expense ledger, and supporting documentation for all entries
 - Maintain the clubs banking relationship with 3rd party institution(s)
 - Deposit incoming receipts in a timely fashion
 - Disperse funds when appropriate for verified club expenses
 - Trial associated expenses (Judge, Sheep, payout awards, etc.)
 - Administrative expenses (Filing fees, insurance, web site, etc.)
 - Other expenses, (T-Shirts, Caps, etc., Year End Awards, reusable assets, etc.)
- Receive and coordinate trial entry payments with the Trial Secretary
 - Deposit monies for approved entries on or nearly-after the established deposit date
 - Hold monies initially for wait listed entries, coordinating with the Trial Secretary
 - When entry is approved, then process as approved entry money
 - When entry will not be approved, then destroy check or return the fees as appropriate
- Receive and coordinate membership payments with the club Secretary
- Receive and coordinate other income with the appropriate party(s)
- Coordinate with outside auditors as appropriate

< end of Treasurer Description >