

## Treasurer – Job Description

### Out of Town Tournaments

- Pay hotels/motels for authorized Board/Officer lodging at away tournaments

### Pre-Tournament

- Review the players list sent by the Secretary the day before each tournament to determine the amount of green fees owed, make out a check to pay the green fees.

### Tournament Day

- Deliver greens fee check it to the pro shop. Work with each pro shop to resolve any issues.

### Post-Tournament

- After each tournament, update the amounts of the gift certificate and side pot payout liabilities in Quicken.
- Using the Results and Side Pot files provided by the Tournament Director for each tournament, enter the data into an annual certificate and cash payout report.
- Prepare and mail refunds for cancellations after each tournament; apply a \$5 cancellation fee when applicable.
- 1<sup>st</sup> & 2<sup>nd</sup> Half of Season
  - Prepare a mailing to all members. Include a letter summarizing their winnings, a check for their side pot winnings, their gift certificate amount and KP award(s).
  - Using the certificate and cash report, complete a separate cert and cash payout file for each half of the season. Use this file to update and print the gift/KP certificates and to make a list for the checks to be issued for the cash rewards. Create a new file using just the certificate information and assign certificate numbers to each payout (use the auto fill feature of excel to do the cert numbering). Print the gift certificates and KP award certificates using Publisher and Office Mail Merge.
  - Enter the names and amount for each cash payout check in Quicken, print, and sign the checks.
  - Address envelopes for all winners using the membership list provided by the Secretary and Office mail merge.
  - Write checks for ½ of the approved stipend for each Officer and send the payment with the payouts for each half of the season.
  - Attempt to have all 1<sup>st</sup> half payouts available for members to retrieve from the score card table at the first tournament of the 2<sup>nd</sup> half. Attempt to have all 2<sup>nd</sup> half payouts available for members to retrieve at the annual meeting. Affix stamps and mail all payouts that aren't collected in person.

### Board Meeting

- Prepare Financial Reports for Board meetings.
- Attend Board meeting and report on financial information.

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### Annual Meeting

- Prepare Financial Reports for Annual meetings.
- Prepare an annual Budget for review at the Annual meeting.
- Attend Board meeting and report on financial information.

### Accounting

- Monthly
  - Reconcile checking and savings accounts using bank statements and maintain electronic or paper files of the reports.
- Annually
  - Maintain non-profit reporting to the Secretary of State Office. Complete online form in late January and pay filing fee. Maintain records for non-profit reporting.
  - Renew liability insurance for the Board and ensure timely payment. Maintain records for liability insurance policies
- As Needed
  - Track all savings, checking, money market, and other financial accounts using Quicken.
  - Move funds between financial accounts as needed.
  - Monitor Money Market accounts and renew as needed to achieve a competitive interest rate.
  - Account for all IESGA financial transactions (checks issued, deposits, credit card payments, BillPay entries, Gift Certificate balances, pending cash payments, pending Old GOAT payments, etc.) using Quicken software.
  - File receipts in paper or electronic form for all purchases made on behalf of IESGA
  - Enter and print all checks using Quicken.
  - As gift certificates are redeemed, update outstanding balances in Quicken.

### Miscellaneous

- Maintain electronic records of IESGA emails pertaining to Treasurer functions
- Maintain records of all certificates redeemed for the 1<sup>st</sup> and 2<sup>nd</sup> half of each year, and separate annual lists showing which certs were redeemed at golf vendors and IESGA.
- Pay vendors for redeemed gift certificates using the STCU online bill pay service and record the transactions in Quicken.
- Purchase office supplies (purchase stamps, envelopes, paper, card stock, printer toner, re-order blank checks, and other items as needed.
- Purchase computer equipment as needed, provided it is within the approved budget.
- Reimburse other Officers for expenses incurred on behalf of IESGA