

Purser Responsibilities

- Prepare Annual Budget along with Commodore and Finance Director immediately after election to office
- Coordinate with Commodore and submit online IRS form 990-N online as well as Florida State Corporation Form in January
- Assist Finance Director as appropriate
- Attend monthly club and board meetings to communicate HBYC Financial Status as appropriate
- Finalize Annual Budget and submit to Marker 2 for publication in February
- Maintain income and expense records on an ongoing basis by category
- Submit Quarterly Financial report to Board at end of quarter, and submit to Marker 2 for Publication in January, April, July, and October
- Reimburse Officers, Directors, and Members for all approved expenses. Submitters must supply receipts along with expense category annotated to obtain reimbursement.
- Maintain key for P.O. Box, check mail on a weekly basis.
- Maintain a log of all paid memberships
- Deposit all funds collected for membership, HBYC items, 50/50, activities, etc. in HBYC checking account on a timely basis
- Provide guidance to Board on all financial matters.