

ARFAX Roles and Responsibilities

Treasurer

Overall Responsibilities

- As an Executive Board Member, attend Executive Board and Executive Committee meetings. If possible, attend Cups and Special Tournaments.
- Develop the Annual Budget and recommend it to the Executive Board and then present it to the Executive Committee for final approval.
- Perform all financial duties and maintain financial records In Quicken:
 - Deposit payments received, such as member, club and team dues, and sponsor contributions.
 - Pay invoices such as Golf Genius and website annual dues, engraving, and administrative costs.
 - Pay Club Pro Staff for carts and prizes for Cup Tournaments.
 - Pay Club Pro and Catering Staff, and Hosting Chair for Special Tournaments, including carts, tips, prizes, decorations, and food.

Month-By-Month Activities

November

- Coordinate the Actual Budget with the Executive Board and then present it to the Executive Committee at the Executive Committee meeting.

December

- Ensure year-end payments are made to close the year.

January

- Prepare for the Audit by sending the Auditor:
 - Monthly statements from both the General Fund and Pay-To-Play Truist bank accounts.
 - Provide copies of cashed checks from both accounts.
 - Run a Category Transaction, Category Summary, and Past and Present Year Comparison Report from Quicken.

February

- Begin to receive and deposit checks for member, club and team dues, and sponsor contributions.
- Work closely with the Membership Chair to ensure the membership numbers and membership dues payments match.
- Develop the Annual Budget and recommend it to the Executive Board and then present it to the Executive Committee for final approval at the Executive Committee meeting.

March

- Attend Executive Committee meeting and report current financial status.
- Manage the Stripe payments to determine the budget for the Ice Breaker and add any additional monies allocated from the Annual Budget to enhance the event and keep the costs down for members.
- Work closely with the Ice Breaker Chair to ensure the prize matrix is correct and she is aware of her budget for the event.
- If possible, attend the Ice Breaker and bring checks from the Pay-to-Play bank account to pay Club Pro and Catering Staff, and the Hosting Chair for carts, tips, prizes, decorations, and food. If unable to attend the event, hand deliver the checks within a few days after the event.

April

- Attend Executive Committee meeting and report current financial status.

May

- Work closely with the Teams Chair regarding the payouts to the First and Second Place winners for each Division.
- Mail the payout checks to the appropriate Pro Staffs.

June

- If possible attend the June Cup and bring a check from the General Fund bank account to pay Club Pro for carts and prizes. If unable to attend the event, hand deliver the check within a few days after the event.

July

- If possible, attend the July Cup and bring a check from the General Fund bank account to pay Club Pro for carts and prizes. If unable to attend the event, hand deliver the check within a few days after the event.
- Manage the Stripe payments to determine the budget for the Two-Lady Team and add any additional monies allocated from the Annual Budget to enhance the event and keep the costs down for members.
- Work closely with the Two-Lady Team Chair to ensure the prize matrix is correct and she is aware of her budget for the event.
- If possible, attend the Two-Lady Team and bring checks from the Pay-to-Play bank account to pay Club Pro and Catering Staff, and the Hosting Chair for carts, tips, prizes, decorations, and food. If unable to attend the event, hand deliver the checks within a few days after the event.

August

- If possible, attend the August Cup and bring a check from the General Fund bank account to pay Club Pro for carts and prizes. If unable to attend the event, hand deliver the check within a few days after the event.
- Manage the Stripe payments to determine the budget for the Two-Lady Solheim and add any additional monies allocated from the Annual Budget to enhance the event and keep the costs down for members.
- Work closely with the Two-Lady Solheim Chair to ensure the prize matrix is correct and she is aware of her budget for the event.

- If possible, attend the Two-Lady Solheim and bring checks from the Pay-to-Play bank account to pay Club Pro and Catering Staff, and the Hosting Chair for carts, tips, prizes, decorations, and food. If unable to attend the event, hand deliver the checks within a few days after the event.

September

- Manage the Stripe payments to determine the budget for the Four-Lady Team and add any additional monies allocated from the Annual Budget to enhance the event and keep the costs down for members.
- Work closely with the Four-Lady Team Chair to ensure the prize matrix is correct and she is aware of her budget for the event.
- If possible, attend the Four-Lady Team and bring checks from the Pay-to-Play bank account to pay Club Pro and Catering Staff, and the Hosting Chair for carts, tips, prizes, decorations, and food. If unable to attend the event, hand deliver the checks within a few days after the event.

October

- Work closely with the President to ensure the prize matrix is correct for the President's Cup and she is aware of her budget for the event.
- If possible, attend the President's Cup and bring checks from the General Fund bank account to pay Club Pro and Catering Staff, and the Hosting Chair for carts, tips, prizes, decorations, and food. If unable to attend the event, hand deliver the checks within a few days after the event.