

G.S.W.P.G.A

Job Description

Position: Treasurer

Term: One Year

Duties:

- Prepare and present the Annual Budget for approval for the coming year. This is done at the first meeting of the year in January.
- Responsible for tracking the income and expense for each tournament.
 - 1) The tournament chairman sends a packet containing each clubs tournament sheet listing all players participating and a check for green fees/entry fees.
 - 2) Prepare a detailed report showing # of entries, # of senior players, # of regular players, and the total amount of the entry fees. All of this must balance to the checks received.
 - 3) On tournament day the treasurer is responsible for the following:
 - a) introduce yourself to the golf course staff
 - b) pay the appropriate green fees to the golf course
 - c) receive flight sheet results from the tournament chair via e-mail and determine the winners and appropriate pay outs
 - d) prepare a detailed report showing the income/expenses for the tournament
 - e) prepare the winners report showing the results of each club by name and amount won. This report is then sent to each clubs City Rep along with a check for the amount won. This needs to be done within 5 days of the tournament. Also send the report to the clubs that did not participate in the tournament
 - f) send tournament results to Webmaster for posting on the GSWPGA website
 - g) post the tournament results to the annual payout report which shows by each club the winners name and amount won. This report is on-going for each tournament and will be given out at the year-end annual luncheon
 - h) Update all reports at the end of each tournament

- Track all expenses for the Association. As expenses are submitted they need to be reviewed and they must have the appropriate receipt attached. Upon approval a check is then written to the person requesting payment. It must then be posted to the expense report.
- Reconcile bank statements on a monthly basis.
- Attend executive and board meetings throughout the year.
- Work closely with the Tournament Chairman and President.
- Notify Trophy Chairman of winners of President's Cup, Carmen Johnson and Champion of Champions so perpetual trophies can be updated.
- At year-end, present the final budget for approval showing the actual income and expense compared to what was budgeted at the beginning of the year.
- Prior to the year-end Annual Luncheon, finalize the annual report showing all of the winners and their respective payouts. Photo copy enough for each person attending.
- Responsible for having financial records audited and filing an income tax report for the Association with the Internal Revenue Service (IRS) of the United States Treasury per current IRS rules.
- Notify the IRS of an address change for the treasurer, given to the organization's bank, e.g. an address change for the current treasurer or when a new treasurer assumes responsibility.

Tips/Skills for this position:

Good at balancing bank statements

Detail oriented

Knowledge of Excel, however not necessary

Revised May 2010