

## Treasurer Duties

- Check PO Box for bank statements and bills
- Pay bills on time
- Keep checkbook balanced
- Make deposits
- Keep important documents organized  
(such as but not limited to: title to float, Tax ID, extra checks)
- Handle taxes/non-profit form  
(Fiscal year end April 30<sup>th</sup>, get tax info to CPA by June 1<sup>st</sup>)
- Keep organized records, statement up to date, balanced budget
- Give monthly finance updates to board via email
- Give finance budget updates @ all meetings  
(to be prepared before meeting and distributed via email)
- Keep record of all payments  
(dues, t-shirts, flags, beads, etc.)
- Make sure all committee chairmen have check request forms
- Collect receipts for reimbursements
- Present annual year end statement to Board  
Have available for members @ Summer Social  
Provide Captain & Co-Captain w/year end statements immediately following 4/30
- Work closely w/Captain, Co-Captain & Committee Chairmen to agree on budgets & stay on budgets
- Train new Treasurer on all details at end of term(March-April 30th)