

Treasurer - The Club Treasurer is responsible for maintaining the Club Treasury. The Treasurer shall follow club financial policies and procedures. The Treasurer shall ensure that club funds are deposited in such banks, trust companies, and other financial institutions that the Board of Directors shall designate and shall be withdrawn upon the check or order as designated by the Board of Directors. The Club Treasurer shall work with the President in developing budgets and reports and handling of all accounts. All fees and other monies collected from the members and teams shall be turned over to the treasurer who shall deposit them into a bank account. He/she shall pay all invoices of General Board approved obligations incurred by the Club. The Treasurer shall provide a financial report to the Board of Directors for each regularly scheduled meeting and provide an annual balance sheet listing all assets and liabilities of the club. The Treasurer shall also work with the President, Vice President Administrator, and any subcommittee chairs as indicated by the President, VP or by vote of the Board to develop and maintain an Operational Budget and plan and prepare projections for future budget needs to support the clubs financial responsibilities, plans, and projections for current activity and planned growth. The Treasurer will file all appropriate State and Federal incomes reports per applicable laws and IRS regulations in cooperation with the President.

The Treasurer of the Board's responsibilities shall include and not be limited to:

- a. Be responsible for the safekeeping of all funds and other financial assets of the League
- b. Maintain funds of the League in one or more bank accounts approved by the Board.
- c. Issue payments authorized by the Board as far as practical by way of check.
- d. Ensure that each check issued bears the signatures authorized by the Board.
- e. At the beginning and end of her term, change/verify IRS documents and EIN info are correct.
- f. Have available a Financial Summary at the general meeting containing: a Balance Sheet made up to a date not more than one month prior to the date of the meeting, for review by members should they request to see.
- g. Provide Financial Statements or Summaries periodically as requested by the President or the Board.
- h. Perform other such duties as may be assigned periodically by the Board.
- i. Be responsible for ensuring that detailed accounts of the Association are maintained, bills of the Association are paid, and amounts owed to the Association are collected and all of these in a suitable and timely manner;
- j. Responsible for reporting in writing on the state of finances of the Club/Association when required by the President or by majority vote of the Board or when requested by majority of the registered and paid membership having given 30 days notice in writing.
- k. Perform board duty, as scheduled, on game days in order to have a Board member present at all times.

The Treasurer, along with the President and Vice President, shall have custody of all funds and securities of the Club. The Treasurer shall provide and maintain complete records of the assets and liabilities of the Club. The Treasurer shall provide an update report of the Club assets and liabilities as requested, at a regularly scheduled or special meeting of the Board of Directors or any such Committee Meetings as needed for functioning of the organization and at the behest

and knowledge of the President. The Treasurer shall prepare and file such tax returns and reports as required by local, state, and federal laws and regulations and shall execute duties with the President in working with the Accountant or any persons, as appointed by the President of the Board to act on these matters. The Treasurer shall be required to have the accounts of the Corporation audited when requested by the Board or required by law. The report of this audit shall be presented at the annual meeting when it occurs. It is the responsibility of the Board to approve the person or persons chosen to perform an audit.

Render to the President and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation, or by the Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

The role of Treasurer is to include but not be limited to the above items and as noted below:

- A) Work as an effective member of the board in exercising and monitoring the fiscal health of Churchland Soccer
- B) Work with President and Board members to insure that key initiatives are fiscally sound.
- C) Work with CSL to insure accurate and timely accounting of soccer programs including:
 - Rec. and Adv. registration funds
 - Travel registration funds
 - Material & equipment expenses
 - Trainer / Contractor payments
 - Any program payments as established by the Board of Directors
- D) Develop and oversee separate budgets for each program if requested by the President or the Board.
- E) Recommend and oversee budget planning in conjunction with the President so that such may be presented to the Directors.
- F) Monitor adherence to corporate tax status and other state and federal guideline requirements

In addition the Treasurer's Responsibilities may include but not be limited to:

CSL Treasurer's Responsibilities:

Checking Signing

Checking

Savings

Registration

Return Check Policy

Fund Raising

Travel

Quicken – Account Profiles

Board Reports

Check Signing:

- ✓ All checks must be co-signed thus checks obtained from the bank must have two signature blanks with the statement “Two Signatures Required” stamped above the signature lines as needed.
- ✓ A bank signature authorization form must be filed for any new individual authorized to co-sign checks per the bank instructions and as the bank requires per their procedures and as approved by the Board
- ✓ Three board members have signature authority
 - Treasurer
 - President
 - Vice-President, Registration
- ✓ Other parties, as approved by the Board may be on the accounts, without having authority to open or close the account, and may handle areas to which they have been assigned as approved by the Board.

Checking:

- A Community checking account is established for the Churchland Soccer League, which requires board approval for the type of account and the designated bank.
- All funds will be deposited into checking unless otherwise designated by board
- All checks issued will require a bill or a receipt for expenses.
- Concessions funding will be authorized as an advance, receipts supplied after purchase for cost accounting, or made as a purchase through the CSL bank card as authorized by the Board.
- Checks written in excess of \$500 require approval by the board.
- Deposits of greater than 225 items incur additional costs from the bank; efforts shall be made to limit the number of deposits per month below the minimum (deposit in savings).
- Transfers from checking to savings require the board’s approval.
- Any investment for long term growth or other investment requires board approval.

Savings:

- Deposits into savings require board approval.
- Designated fund raiser splits for deposits are designated by the board (50/50 checking/savings for Revenue)

Registration:

- The Treasurer or their designee will assist the Registrar with registration primarily providing cash receipts, collecting funds and providing sufficient cash for change.
- The Treasurer will provide refunds upon written request minus \$10.
- The registrar will provide a refund sheet with the required pertinent information.
- All refunds outside of normal procedure explained herein require President, VP Admin and Registrar approval with the Treasurer

Return Check Policy

- All return checks will require full payment with a \$5 surcharge.

Fund Raising:

- ❖ The Treasurer will receive all fund raising checks and prepare them for deposit
- ❖ Checks will be deposited in order from the largest amount to the smallest
- ❖ All fundraising committees will provide the treasurer a description of their fund raising enterprise, the processes involved, a list of committee members and a record of all activities and transactions

Concessions:

- The Treasurer will provide change in suitable quantities in excess of \$100 each weekend for concessions
- An additional day box will maintain \$25 of change for practice periods during the week.
- The Treasurer will collect all concession monies exclusive of the next week's change requirements for deposit.

Board Member Travel Expenses:

- The Treasurer is authorized to pay the reasonable travel expenses of Board members incurred in attending training and/or meetings of state or national associations, when approved in advance by the President for amounts less than \$250 or by vote of the Board for amounts exceeding \$250 per member.

Quicken:

- Quicken 2001 Deluxe software (and any updated versions necessary) will be utilized to maintain both the checking and savings account.
- Each major expense and fund source will be categorized.
- All deposits with multiple income sources will be recorded as a split deposit including crediting expenses taken as cash (the source of income and expense will be simultaneously recorded neutralizing each other but they will be recorded in their corresponding categories).
- Treasurer Reports will be provided in Quicken categorized formats displaying income and deposits by category.

Board (Treasurer) Reports:

- ✓ Reports will be provided at each monthly board meeting and upon demand.

- ✓ Budgets will be planned with the President and, as/when designated by the Board, in conjunction with any Committee established if required
- ✓ Annual reports will be provided at the end of each Calendar Year

The Treasurer's term of office shall be one year.

Subcommittee Chairs

The Board of Directors may have non-voting subcommittee chairs under their direction as follows:

To fall under the President, Vice President and Treasurer:

Fund Raising Coordinator

Organizes fundraising activities to provide required funds for any special projects approved by the League.
Reports to the President, Vice President and Treasurer

Fund Raising Coordinator

Organizes fundraising activities to provide required funds for any special projects approved by the League.
Reports to the President, Vice President and Treasurer

Concession Stand Committee

Responsible for initiation, promotion, and operation of concession stand
Provides deposits to Treasurer within a timely manner
Maintains records (inventory) of all items for sale at Concession Stand
Reports to the President, Vice President and Treasurer