

HERON LAKES WOMEN'S 18-HOLE GOLF CLUB

JOB DESCRIPTION

TREASURER

The Office of Treasurer is filled annually by vote of the membership.

BANKING - After election of new officers, the Treasurer and one other officer (most likely the President) must sign a signature card authorizing them to sign the checks of the club. The address on the account is changed to the address of the new Treasurer so she will receive the statements. A new check book register will be started for the new year. The check book register and additional blank deposit slips are available from the bank. Each month the Treasurer will reconcile the bank statement with the club's checkbook. The bank and the checkbook should balance each month.

BILLING At the L.W. Accounting Office in the Adm. Bldg., change the billing address to new Treasurer's address so she will receive the billings for Brown Bag and party use of facilities.

HANDICAP FEES – A.W.G.A. will send a bill to the Treasurer for handicaps. This bill must be checked very closely as we have three options for payment:

Option 1 – Full membership – includes handicap.

Option 2 – Member only – handicap at other clubs.

Option 3 – Handicap only.

Pay only on members you received for handicap fee. If there is a discrepancy, contact A.W.G.A. – phone number on invoice.

DUES - Place the membership applications in the application box by the first of October. Collect the membership applications and checks, keep a list of the names, share this with our golf Pro Shop staff from Heron Lakes. Also keep a current update with our web-site director to be published and kept current.

BILLS AND INVOICES - Ask for bills or invoices for each expenditure. Have them sign to receive payment for each expenditure. Pay by check only. Mark all invoices, bills, etc. with date paid, check # and amount of check.

TREASURER'S REPORT – Before each Brown Bag meeting, prepare a Treasurer's report for the preceding month. Make a copy for each officer. At the Brown Bag meeting ask members if

Treasurer may read the totals only, but if requested read report in its entirety. Also, if a new member came on board during the previous month, make a list of these names for each Board member.

PRIZE MONEY - Pay the Pro Shop (LWCA) per number of players on that day. After each play day (Tuesday), the Pro Shop will post a winners list and the prizes paid out.

LUNCHEON, DINNER OR SPECIAL EVENTS CHECKS – Deposit all luncheon, dinner or special events checks to the club account. Take checkbook to all events to pay caterer and other bills relating to the event. Ask the event chairperson to create an Income and Expense breakdown sheet for each event. Keep original in the file.

ASSET LEDGER – Asset Ledger is kept as follows: record all deposits with dates and details and total of monthly withdrawals. Bank balance in check book register should be the same as ledger balance. Total out each month.

Record all checks in the order they are written by number and extend to appropriate column, to be summarized for budget purposes. Total monthly. Balance should be same as your Treasurer's report. Post to Asset Ledger.

AUDIT – At the end of the golf calendar year, the Board will appoint a person to conduct an audit. Turn over all the Treasurer's records for this person to review. Give a copy of the auditor's letter to each officer and place one in the Treasurer's file.