



JOB DESCRIPTION: TREASURER

REQUIREMENTS:

- Computer Skills – Basic Microsoft Excel & Word
- Access to the Internet
- Light Bookkeeping
- Attention to Detail
- Written and Oral Communication Skills

TIME REQUIREMENTS:

- (5 - 10) hours monthly

EDUCATION / TRANSITION REQUIREMENTS:

- Prior experience managing basic organization finances.

JOB DUTIES:

1. Attend Monthly SBWGA-18 Board of Officers meetings and participate in the decision-making processes.
2. Maintain accurate records of spending and receipts.
3. Monitor monthly banking activity.
4. Submit a monthly Treasurer's Report to the Board for approval.
5. Post the approved Treasurer's Report to the website for the general membership.
6. Work with current Board of Officers to prepare a draft budget for the following year for approval of the incoming Board.

BANKING:

1. After installation of officers, remove all previous signers who will no longer be eligible on the checking and savings accounts at Bank of Montreal (BMO) SaddleBrooke branch.
2. Set up newly elected President, Treasurer and Vice President as signers on the checking and savings accounts at BMO.

BUDGET:

1. Work with the current Board to create a draft of the following year's budget.
2. The draft budget should be approved by the exiting Board at their last meeting and the incoming Board at their first meeting.

TOURNAMENT MANAGEMENT:

Meet with the Special Tournaments Chair at the beginning of the year to:

1. Review budgets.
2. Orient where policies and forms are located on the SBWGA-18 website.
3. Explain that each tournament chair is responsible for the financial management of their tournament and reporting to the Treasurer.
4. Review processes for proposed tournament budgets:
 - a. Prior to each tournament, the tournament chair must submit a proposed budget to the Treasurer, signed by the Special Tournaments Chair. The budget must comport with the allocated funds for the tournament.
 - b. The Quail Classic proposed budget will be submitted to the Board for review and approval.
5. Explain the process for each tournament chair to submit the final tournament budget reconciliation signed by the Special Tournaments Chair to the Treasurer.
6. Review the procedure requiring that all expenses be consistent with the budget reconciliation and signed by the tournament chair and the Special Tournaments Chair.

SPONSORSHIP:

1. The Sponsor Chair will keep a record of current sponsors.
2. The Treasurer will keep a record indicating the sponsor funds received and how they were disbursed.

MEMBERSHIP DUES:

1. SBWGA-18 Membership is paid through AGA.
2. AGA pays SBWGA-18 all monies collected (less AGA dues) on the 10th of the following month via ACH deposit.
3. Membership Chair maintains all membership and optional game information.

WEEKLY, MONTHLY, QUARTERLY AND ANNUAL DUTIES:

1. Weekly:
 - a. Sweeps/ACE:
 - i. Tuesday Play Day Chair emails results of Tuesday Sweeps to Treasurer.
 - ii. Treasurer sends results to Pro Shop for posting to credit books.
 - iii. Pro Shop posts charges for winnings to the SBWGA-18 House Account.
 - iv. Treasurer reconciles Sweeps House Account charges monthly.

- v. File the Sweeps results copy in a Sweeps File.
- 2. Monthly:
 - a. Monthly Luncheon:
 - i. Vice President to email a summary of the anticipated SBWGA-18 charges prior to the luncheon.
 - ii. Luncheon expenses will be charged to the SBWGA-18 House Account by the Catering Manager.
 - iii. Employee guests are charged at 50% of current luncheon charges.
 - b. Bank and Book Closing:
 - i. Obtain bank statements online.
 - ii. Reconcile checking account.
 - iii. Print reconciliation and bank statements and file.
 - iv. Present reconciliation to Board via the Treasurer's Report for approval.
 - v. Website – post above plus Sponsor Distribution Sheet, if any changes from previous monthly.
- 3. Year-End:
 - a. The Membership Options Committee will calculate the Eclectic, Chip-ins and Birdies or Better winners. These are cash payouts. Write one check payable to the Membership Options Chair and charge the respective liability accounts. The TPD Chair will distribute the funds to the respective players based on the year-long tally. The payouts at the end of the year should bring the liability account to zero.
 - b. The Awards Committee Chair will prepare a list of each Hole-in-One winner and the payout for each winner. Prepare checks for each Hole-In-One winner. Give the checks to the Awards Committee Chair to disburse.
 - c. Most Improved Golfer – The winner is provided by the Handicap Chair. The payout comes from member dues so is paid as Pro Shop credit. Provide the Pro Shop with the name of the Most Improved Golfer for credit book posting. The Pro Shop will charge the SBWGA-18 House Account.
 - d. Year-End Financial Review:
 - i. Prepare a Year-End Financial Review document reconciling beginning and end cash.
 - ii. Select two reviewers to review the financial records. These reviewers can be from SMGA, the Lady Niners, and/or residents of SaddleBrooke One with a financial background.
 - iii. The reviewers will present their findings to the Treasurer. The Treasurer will review suggestions and present report to the Board.
 - iv. The Treasurer will recommend potential resolutions to the Board for final approval.
 - v. Maintain a copy of the review.

MISCELLANEOUS ITEMS:

1. Southern District Women's Golf Association (SDWGA):
 - a. SDWGA annually holds three district tournaments and sponsors two local tournaments at SaddleBrooke One. SBWGA-18 members who wish to participate in Southern District tournaments pay \$10 in addition to SBWGA-18 dues. \$5 per member is paid directly to Southern District. The remaining \$5 is retained to cover payouts for the Del Sud and Telegraph Tournaments hosted at SaddleBrooke One. Dues run from January 1 through December 31st each year.
2. House Accounts:
 - a. There are two SBWGA-18 House Accounts. One for general use and one for the Quail Classic.
 - b. Reconcile monthly all payments charged on the House Account(s). Write a check to SaddleBrooke HOA1 or send an ACH electronic payment through the SaddleBrooke HOA1 website.
3. Keys:
 - a. The Treasurer has keys to the SBWGA-18 drawer in the Pro Shop and the storage closet in the Pro Shop offices.
4. Procedures:
 - a. See Attachment 1

Revised March 2025