

**Duties of the Club Treasurer**

The office of club treasurer is important because the treasurer is in control of the club's money, its collection, and disbursement.

The treasurer is responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. The treasurer should do his/her best to see that everything is done meticulously so that there are no doubts about his/her integrity.

**Duties and Responsibilities**

Collect mail from the PO Box.

Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration. (Excel spreadsheet)(Club Express Account)

Transact business through a bank account.

File appropriate forms with the Internal Revenue Service.

Disburse funds and pay bills promptly as approved by the board of directors.

Reconcile bank statements.

**Club Treasurer Checklist**

Pay all bills as approved by the board of directors.

Attend club meetings.

Record all expenditures and income

Prepare a financial report for the board of directors meeting.

Attend the board of directors meeting.