



Skiwi Ski & Social Club TREASURER JOB DESCRIPTION

ITEMS RESPONSIBLE FOR:

1. Checking and Credit card accounts. Maintained currently on Quicken.
2. Deposit records, Bank Endorsement Stamp
3. Old Records, Bank Statements, & Miscellaneous Supplies
4. Key to the Post Office Box

DUTIES AND RESPONSIBILITIES:

1. Balance Checkbook with bank statement each month.
2. Issue receipts for all funds received.
3. Keep record of all checks issued and all money received.
4. Keep separate record of every trip or event.
5. Balance each trip or event record with the report received from the chairperson.
6. Reports should be received from the chairperson by the board meeting following the trip or event.
7. Checks should only be issued after a check request has been properly completed.
8. Deposit funds into the bank as soon as possible.
9. Notify appropriate person(s) if deposit is incorrect.
10. File the following with the State of Michigan by October of each year:
 - a. Annual Report for Non Profit Corporations. Form to be sent to the sent to the PO Box or completed online. Accountant listed below can help complete this form when Form 990 is be completed.
 - b. Certificate of Change of Registered Office and/or Resident Agent (if necessary).
11. File IRS Form 990 (Return of Organization Exempt From Income Tax) with the Internal Revenue Service. The due date is the 15th day of the 5th month after the fiscal year end, (Sept 15th) consult outside accountant to assist in preparing the return.
12. File with Bank any change of Board Officers that are signers on the Checking Account (President, Vice President, Secretary, & Treasurer).
13. Renew the Post Office Box fee by May 31st of each year. (Membership) Renewal notice will be sent to the clubs P.O. Box 662 Warren.

MONTHLY BOARD MEETING REPORT

1. List all funds received separately by Receipt number and the total receipts for the month. Reconciliation Report:
2. List all checks issued separately by Check number and the total expenses for the month. Itemized Report:
3. Show the total income and expenses by each Committee for the month. Itemized Report:
4. List the total receipts and expenses for all future trips and events. Reconciliation Report:
5. List the final profit /loss of reports from trips or events that were submitted in the past month. Itemized Report:
6. Distribute a copy of the Treasurer's Report to each Board Member.