

# TREASURER

It is the job of the treasurer to maintain the financial records of the club.  
This includes:

- Reconciliation of the Monthly Bank Statement
- Maintaining a check register
- Reports, including:
  - Monthly summary of warrants report to the Captain
  - Monthly P&L Statements
  - Monthly competition payouts
  - Yearly Budgets
  - Weekly competition summaries
  - Membership roster
- Collect Dues & make deposits
  - Detail records kept for who has paid.
- Writing checks to:
  - GHIN for memberships
  - Dues for GSWPGA & WSWPLA
  - Other checks for miscellaneous expenses as needed.
  - Monthly check to Maplewood for member winnings from Weekly, Major tournaments, WSWPLA & GSWPGA tournaments to be posted on member books.
  - Ensure all checks have some sort of receipt for validation
- Maintain Member Roster:
  - Data includes Name, Address, Phone, email, & Ghin number
  - Updated Roster is given to all exec. Board members & Communication Chair.
  - New Member information is given to Captain and Mentor.
  - Data file (Excel) given to Directory chair for printing of directories.
- Maintain detailed Member winnings for all competitions
  - Required in order to pay the Pro Shop to post on individual books, on a monthly basis.
- File Yearly 990N
- Miscellaneous duties:
  - Order membership envelopes
  - Order scorecards

Currently, the records are kept using QuickBooks. (2022)

Updated Feb. 2022