

DUTY SUMMARY FOR THE LGA TREASURER

As stated in the LGA By-Laws, the Treasurer will keep records of all funds of the Association. She shall prepare and submit a proposed budget at the beginning of her term and shall prepare and submit a year-end balance sheet.

Basic Duties and Responsibilities

- Develop a budget in coordination with LGA Executive Board
- Monitor budget throughout the year and keep track of all income and expenses of the LGA
- Maintain the LGA Checking Account, balancing the checkbook on a monthly basis, making deposits on a timely basis, and writing checks as needed
- Deposit all LGA income; verify and pay all LGA bills; maintain copies of all expenses, bills, and details on income
- Collect LGA, CSRA, T42, and Ringers dues, and any money for special events, tournaments and Self-funded events. Distribute funds as needed for these events.
- Maintain a membership roster, process membership applications, and update all appropriate committee heads immediately when a new member joins.
- Determine amount of prize money available at year-end, after all expenses have been paid. Determine the year-end distribution of prize money for playday winnings and birdies/chip-ins, based on input from those two committees.
- Distribute winnings to members at the Kickoff Meeting. Funds for Ringers and T42 are given to those committee heads, who will distribute those prizes.
- Attend all executive board, general board, and full membership meetings and report the status/balance of the LGA treasury.

Technical Skills Needed

- Since at least 2010, the LGA Treasury has been maintained using Excel spreadsheets for the membership roster, budget and check register. A good working knowledge of Excel is essential to continue using this same format.
- Good financial and accounting skills are helpful but not essential.
- Know how to balance a checkbook and pay bills