

GOLF TREASURER DUTIES

SIR Branch 159

(rev 3/07/2017)

The following document lists the duties of the SIR Branch 159 Golf Treasurer. It is expected that the duties of the Golf Treasurer will take an average of 1-2 hours per week.

As received	Pay expenses related to golf as presented and approved by the Golf Chairman.
As needed	As dues are collected and deposited, an updated list of branch 159 golfers who are current with their dues is to be emailed to the Golf Chairman.
Weekly	Collect and deposit weekly tournament funds. Deposits can be made at any Union Bank branch. These funds are available from the Monthly Tournament Chairman (MTC).
Monthly	Reconcile the bank statement to the checkbook.
Monthly	Enter income and expenses into the Profit & Loss statement (P&L) and email to the Golf Chairman. Email the P&L to the Big SIR and Golf Committee in January and July.
Yearly	Prepare and present documents for the annual audit to the audit committee. Audit documents consist of bank statements, checkbook, deposit slips, expense slips, the monthly Profit & Loss statement, and any other documents requested by the audit committee. The audit committee is appointed annually by the Big SIR as stated in the club's bylaws.
Yearly	Prepare the annual budget with the Golf Chairman and review with the Golf Committee for approval.
Yearly	Starting in October thru January, collect and deposit NCGA dues (GHIN) at any Union Bank branch. The Golf Chairman will announce the current fee amount in October. On January 15, NCGA requests the annual dues of the branch to be paid. Reconcile their billing to the active players list and notify them of any discrepancies. Pay the NCGA invoice.