

MEN'S GOLF CLUB OF LINCOLN HILLS
POSITION DESCRIPTION
TREASURER

The Treasurer position is a member of the Board of Directors. The Treasurer's duties are to project, monitor and control all of the Club's financial affairs.

TREASURER'S DUTIES

1. Manage the Club's banking accounts. Control all deposits and withdrawals for all bank accounts.
2. Assist and complete a projected budget for the following year.
3. Complete a monthly report and adjust the projected yearly budget as necessary.
4. Analyze various Club functions to assure compliance with all budgeted requirements.
5. Arrange tax filling as needed.
6. Monitor the payments for all tournaments for budget compliance.
7. Assist all Board Members with budgeted items.
8. Audit and disburse the proper amount of the membership dues to NCGA.
9. Approve and disburse all expenses incurred by the Board Members.
10. Keep a full and accurate accounting of the receipts and disbursements of the club and render to the Board monthly, a statement of account of the financial condition of the Club.
11. Maintain a voucher for all debts that are paid until completion of the annual audit by a committee of two members including one Board Member , appointed by the President.