

LVWGA GUIDELINES: TREASURER

By-Laws:

The Treasurer shall collect and keep all money of the Association and see that they are distributed as directed by the Executive Board. She shall keep the accounts in books belonging to the Association which shall at all times be open to inspection. A report of the financial condition shall be read at each General meeting. Her records shall be subject to audit at the end of each year. The Treasurer shall be responsible for welcoming and introducing new members.

Responsibilities:

1. Each year, review the Membership application form and make changes as needed (with Board approval). Send to the Webmaster Chairwoman for posting to the website. Also, give copies (5) to the Golf Pro and post several copies on the LVWGA bulletin board. The Application shall be approved by the WGA Board prior to the November General Meeting.
2. Prior to the November General Meeting, send out an email (directly or through the Communications Representative) reminding everyone to renew their membership for the upcoming year. Inform everyone that the application is on our website which they can print out and either mail to the Treasurer or bring to her in person. Additional reminders should go out prior to the December and January meetings as well. The Treasurer should bring copies of the application to the November, December and January Board and General meetings.
3. President's Day - The newly-elected Treasurer will work with the current Treasurer regarding filing the books for audit. At this point, the incoming Treasurer will need deposit slips for the bank account to receive dues payments from members. Deposits from dues collected should be made after January 1st.
4. Collect advertisement money and deposit it after January 1st. Keep a spreadsheet of money collected for ads with the names of person(s) who put the ad on our LV WGA website.
5. The newly elected Officers (i.e., President and Treasurer), shall get a copy of the November General Meeting Minutes indicating the election of New Officers. The incoming President and Treasurer will go to Security State Bank (preferably together) to sign signature cards transferring the banking responsibilities to the New Officers.
6. Collect Membership Dues (due January 1st) and provide projected income so budget can be made by President. Players are not allowed to participate until their dues are paid. Additionally, collect money for Special Games and Hole-in-One (if applicable) for those wishing to participate.

7. Prepare a spreadsheet of all current (paid) members including name, birthdate, mailing address, home #, cell #, email address, spouse/significant other, dues paid, and Special Games/Hole-in-One participants (if applicable). Keep spreadsheets listing all members and their correct information for an up to date record. Forward updated spreadsheet(s) to Executive Board members, and women in charge of Play Day, Communications, Special Games/Hole-in-One, and Website.
8. Prepare a Directory spreadsheet to be distributed to LV WGA members. The Directory shall include all current (paid) members. Additional information may be included at the members' discretion. Updates will be forwarded as needed.
9. New Members that join during the year need to be given a current copy of the Directory by the Treasurer. She also introduces the New Member at the first General meeting that the New Member attends. The New Member's information needs to be sent to ALL LV WGA members who will add this information to their Directory and update their email list accordingly.
10. Deposit all monies collected into LV WGA bank account throughout the year and keep proper records. Balance bank statement each month and prepare a financial statement. Keep records in good form at all times to be open for inspection. At the Year-End, the Treasurer shall submit financial reports for audit.
11. The Treasurer is responsible for coordinating with the Play Day Chairwoman, Tournament Chairwoman, and Special Games/ Hole-In-One Representative regarding monies needed for distribution at respective events.
12. Distribute money as requested for tournaments (by getting the cash out of the bank when needed as approved by the Executive Board).
13. Requests for reimbursement may be received directly from the Board member/ Representative if the requests are from the person responsible for the budget item AND if the request is within budget. Any requests not matching this criterion must be approved by the President. The Treasurer will reimburse money spent on activities, luncheons, etc. as requested by the Executive Board with proper receipts/invoices for audit purposes.
14. The financial report shall be sent to all LVWGA Board members a week prior to the scheduled Board meeting either directly or through the Communications Representative. Additionally, the report will be sent to all LVWGA members prior to the scheduled General meeting either directly or via the Communications Representative. A summary of the report shall be read by the Treasurer at the monthly Board and General Meetings.
15. Keep all current and previous financial records until the next Treasurer is elected and then pass such records on to her.

16. Treasurer's reports will be kept for a 5-year period. All records older than 5 years should be shredded.
17. The Treasurer shall attend all Board and General Meetings and be prepared to report on any activity occurring within her area of responsibility. If unable to attend the meeting, she will inform the President prior to the meeting.
18. Any changes or questions regarding these Guidelines shall be referred to the President. These Guidelines will be updated on a yearly basis and sent to the President no later than November 1st of each year.

Rev.: October 2023