

TREASURER

Objective: To oversee, document and report on all financial matters involving the Men’s Club.

Responsibilities:

- Maintain checkbook, supporting financial records and receipts of club.
- Maintain historical financial records (past 7 years) and electronic check register.
- Prepare monthly reports on Club checking account balance, inflows and outflows for membership.
- Prepare ad hoc or special reports on Club income or expense account allocations or categorizations for officers, committee chairmen or membership, as requested.
- Perform reconciliation of bank statements to financial records of the club.
- Perform cashier duties at major fund raising events such as the Picnic and BINGO events.
- Lead or assist in budget preparation.
- Ensure budget is being followed and report major discrepancies.
- Work with Event Chairman and Social Chairman to ensure financial matters are handled appropriately and supporting documentation is accurate and prepared in a timely manner after the event, with a supporting financial summary.
- Work with Raffle/Picnic Chairman to coordinate the timely deposit and record keeping for Picnic ticket sales and raffle receipts.
- Prepare Picnic Profit/Loss Summary Report.
- Prepare Detailed Picnic Financial Report.
- File BINGO tax returns with Illinois Department of Revenue within 20 days of each applicable event.
- Coordinate any required changes needed for bank’s signature cards.
- Coordinate annual audit of checking account, receipts, books and records by the Parish Finance Committee.
- Train new Treasurer at end of term.
- Assist new Treasurer in performing the Cashier function at the Picnic (form of dual control in the money room).