

AAWGA Treasurer

By Laws Article V. Sec. 3: The Treasurer shall be responsible for all financial matters of the Association which shall include but not be limited to: the collection of the dues for each class of membership, the preparation of an annual budget and year-end reports, the expenditure of all monies, and the maintenance of accurate fiscal records which shall be open to inspection at all times and will be examined annually.

First Quarter Duties

- A. Attend the January Board meeting on the date designated by the President.
- B. Collect dues from Membership Drive through March 1.
 - 1. Collect \$10 club dues from each member club. Exception: there is not a club dues fee collected from At Large.
 - 2. Collect members' dues from the reps
 - a. \$10 per member for women's golf associations in good standing and
 - b. \$11 per member associated with At Large (for women not affiliated with a private club or municipal course with established handicap).
 - 3. Collect members' roster from reps with members' name and phone numbers alphabetized.
- C. Deposits
 - 1. Stamp checks with the self-inking stamp provided.
 - 2. List the checks on the deposit slip by club, making it easier to double check that the amount of dues matches the number of members on the roster, if desired.
 - a. If desired, make a copy of the deposit slip, in case you need to reference info before the next bank statement.
 - 3. Make separate deposit slip when depositing Eclectic checks for easier accounting of amounts for dues and for entry fees.
 - 4. Deposits can be made at any Chase Bank.
- D. Membership List
 - 1. Make a master membership, alphabetized, with phone numbers and club affiliation. Add a field for the date joined (used to determine eligibility in the championship).
 - 2. Sort the list by club.
 - 3. Send the master list to the website coordinator and to the reps. The master list will be posted on the AAWGA website.
 - a. The master list is a useful tool for the host reps to:
 - i. Determine if players signed up are paid members of AAWGA
 - ii. Have phone numbers in case of questions about handicap or notification of changes in tournament.
- E. Eclectic Tournament (March-early)
 - 1. Receive checks payable to AAWGA for the Eclectic entrants by mail from the reps.
 - a. Deposit checks and create a list of entrants.

- b. Amounts paid by the host club's members will be a lesser fee, due to their green fees on their home course.
 - c. Compare your entry list to the Eclectic tournament director's list.
 - 2. Cancellations can occur and refunds will need to be made, if cancellation occurs prior to the final date that the club allows cancellation without charging the player.
 - 3. The Tournament Director may purchase gift cards or have cash for the tournament winners. She will designate the amount needed per winner/flight and will request a check for that amount. Or ask for reimbursement if she purchases the gift cards herself.
 - 4. The Tournament Director may elect to have logo items for gifts for winners. She will work with Austin Screen Printing (current logo set up is with them) and have an invoice for the work to be done that will need to be paid by AAWGA.
 - a. AAWGA owns the logo, and it may not be used by anyone else.
 - 5. At the Eclectic tournament, the club will have invoices for the green fees/carts/lunch. The club will provide a receipt of payment, with itemization.
- F. Balance the checkbook and the ledger with the bank statements.

Second Quarter Duties

- A. Continue to accept/deposit dues.
- B. Prepare treasurer's report to be given at the summer meeting (usually June or July).
- C. Reconcile the checkbook and the ledger with the bank statements monthly.

Third Quarter Duties

- A. Continue to accept/deposit dues.
- B. Update membership list and provide copy to the AAWGA Championship Tournament Director at least 2 weeks prior to the championship.
 - 1. The Tournament Director will use the list to determine eligibility to enter the tournament. Entrant is required to be an AAWGA member 30 days prior to the tournament.
- C. Championship
 - 1. The Tournament Director will receive checks payable to AAWGA for the Championship entrants and will forward to the Treasurer for deposit.
 - i. Deposit checks and create a list of entrants.
 - ii. Amounts paid by the host club's members will be a lesser fee, due to their green fees on their home course.
 - iii. Compare your entry list to the tournament director's list.
 - 2. Cancellations can occur and refunds will need to be made, if cancellation occurs prior to the final date that the club allows cancellation without charging the player.
 - 3. The Tournament Director may purchase gift cards or have cash for the tournament winners. She will designate the amount needed per winner/flight and will request a check for that amount. Or ask for reimbursement if she purchases the gift cards herself.

- a. Flights paid 1st, 2nd, and 3rd Gross and Net, \$100, \$75, and \$50 respectively.
 4. The Tournament Director will also have additional gift cards/cash for medalist, senior medalist, super senior medalist, and super senior + medalist.
 5. At the Championship Tournament, the club will have invoices for the green fees/carts/lunch. The club will provide a receipt of payment, with itemization.
 6. Reimburse the Tournament Director for expenses and obtain the receipts for the expenses for the treasurer's records.
- D. The Tournament Director will submit a financial report of the tournament.
- a. Review and compare to treasurer's records. The financial report and treasurer's records will reflect the same expenses and entry amounts. If not, discuss the differences with the Tournament Director, to reconcile any differences.
- E. Reconcile the checkbook and the ledger with the bank statements monthly.

Fourth Quarter Duties

- A. Prepare the treasurer's report to present at the final play day, (usually October).
- B. Reconcile the checkbook and the ledger with the bank statements monthly.
- C. Prepare the next year's proposed budget.
- D. Prepare the final treasurer's report (to be presented at the Board meeting in January by the next treasurer). The final treasurer's report must match the balance in the checkbook and ledger.
- E. Provide the new Treasurer with:
 - a. Checkbook/deposit slips/self-inking stamp.
 - b. Treasurer's reports/ledgers/receipts/statements.
 - c. Documentation and electronic files.
 - d. A copy of this document "Treasurer's Responsibilities".
- F. The President will appoint a member to conduct an audit of the Treasurer's books through the end of the year. Have the books updated and ready for the Audit.
- G. Prepare a year-end report with suggestions for the President and present the report at or before the final meeting of the year.

Miscellaneous Information

- A. The checking account at Chase Bank
 - a. Your social security number will be used for the account.
 - b. The balance should be kept above \$2000 to avoid bank fees.
 - c. A copy of the latest Association minutes is required by the bank to add the current President's signature to the account.
- B. Update the memberships list as new members join. Before the final event, provide the Past President with the membership list.
 - a. It will be used for her properly identify member clubs for each flight winner through the year. That will help with distribution of winning money to the appropriate club reps.