

Verona Lacrosse Club – Treasurer

Board Member

- Attend monthly Board meetings
- Participate as a voting member
- Present income statement and cash balance to the Board
- Maintain and enforce policies and procedures pertaining to expense reimbursements, coaches' payments, and unpaid registration fees

Financial Statements / General Ledger

- Record all checks, cash receipts, and journal entries in QuickBooks Online
- Maintain chart of accounts in QuickBooks Online
- Create reports, including income statements and balance sheets, and any ad hoc requests
- Create invoices as needed for donors, registration collection, etc.

Manage Cash and Banking

- Perform collection procedures for any unpaid registrations (see guidelines document)
- Pick up mail from PO Box at post office at least once a week
- Process credit card payments of registration fees using Sage Virtual Terminal and the Club website
- Do required reporting with Sage Virtual Terminal
- Pay all invoices and expense reimbursement requests [only President and Treasurer have check signing authority]
- Make deposits of cash and checks at State Bank of Cross Plains
- Manage and control usage of any Club vendor accounts
- Reconcile bank statement monthly
- Issue checks to team parents for referee fees
- Provide cash and reconcile cash for concession cash box at Bull Rush Tournament in May
- Determine profit from summer camps and issue payments to coaches (profits are shared by coaches)
- Send notices to VLC members on past due balances

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Budgeting

- Monitor spending in accordance with the approved budget for the current fiscal year
- Coordinate budget creation starting in June and concluding in August for the next fiscal year [fiscal year: 9/1-8/31]
- Load approved budget into QuickBooks Online

Corporate Reporting

- File Non-Stock Corporation Annual Report due 12/31 with Department of Financial Institutions
- File prior year 990-EZ income tax forms with the IRS by 12/15
- Obtain completed W-9s from and issue Form 1099s by 1/31 to all coaches receiving at least \$600 in stipends
- Send copies of 1099s to IRS and State of Wisconsin along with any other required forms (1096) by 2/29

Insurance

- Obtain insurance coverage for Bull Rush Tournament, winter clinics, and summer camps
- Renew Directors & Officers Liability policy and Peace of Mind Endorsement

Documentation

- Maintain records of scholarships awarded and update website accordingly
- Maintain fiscal year binder with supporting documentation of all payments, receipts, bank statements, etc.
- Manage all communication of TreasurerVeronaLax@gmail.com account
- Maintain original corporate documents and all key financial documents such as tax exempt certificate, articles of incorporation, bylaws, tax returns, etc.