

BYLAW'S DESCRIPTION:**ARTICLE VII, Section 9. The Treasurer.**

The Treasurer shall:

- (1) maintain all financial accounts of the Dunkirk Yacht Club and properly receive and disburse all funds as authorized by the Board of Directors.
- (2) present each member, on the dates required, a statement of his or her account, as prescribed by the appropriate fee schedule.
- (3) present at each regular meeting, and at other times when requested by the Board of Directors, a detailed financial accounting including substantiating documents and maintain a complete record of all Dunkirk Yacht Club financial activities.
- (4) the Treasurer shall also have the power and duties as usually pertain to the office or as required by the Board of Directors.

General: A working knowledge of QuickBooks or another accounting software is desirable. This is a time consuming position, and would become unmanageable without a working knowledge of QuickBooks and good computer skills.

DETAILED DESCRIPTION OF TREASURE'S POSITIONBoard Meetings:

- Prepare a Profit and loss YTD/Prior year report and a YTD Balance Sheet report for the board's review.
- Report any anomalies and/or problems from the previous month.
- Present any bills that might need board approval prior to payment.

Annual Member billing and payment recording

- In early January: Prepare and send out invoices to Club membership for dues and slips and any additional charges proscribed by the Board of Directors. Slip assignments and costs should be provided by the Dockmaster. Include in mailing a **Member Update Form** and **Slip Request Form**.
- Record payments to invoices and reconcile them to the deposits made by the Secretary.
- At the March Board meeting report to the Board of Directors any members that have not submitted payment by February 28th.
- Invoice members in arrears \$50 for late payment fee.

Tax Reporting and Payment

- In early January prepare an accountant's file from Quickbooks for the Club's accounting firm (Johnson, Mackowiak & Ass.) to prepare the Club's tax return. Pay the tax amount prior to March 15.
- In early March calculate the NYS Sales Tax due and submit payment online for the sales tax.
- On a regular basis pay the DYC bills forwarded by the Secretary.

Ongoing responsibilities:

- On a regular basis reimburse members' for expenditures for the club checking that they:
 - Have been approved by the committee chair or board member responsible and
 - Have been assigned an account from the DYC's account list.
- After each DYC Board meeting, create invoices or payments for new members, applicants and departing members according to the letters the Membership Chairman provides.
- Provide assistance to replacement on fulfilling Treasurer's responsibilities.