



The **TREASURER** is an Officer of the Board of Directors (BoD).

As stated in the ECR Charter & Bylaws, "in addition to maintaining the financial records, the Treasurer must be one of the co-signatories on ECR's bank accounts and is authorized to release information on financial status." (Art V.4.a.ii)

Desirable skills & characteristics include:

- Basic accounting, or at least the ability to balance your own checkbook!
- Simple math skills, such as addition, subtraction, multiplication and division, or in possession of an electronic device that can do it for you.
- Familiarity with excel.
- Attention to detail.
- Willingness to collaborate within the Board of Directors, and the club as a whole.

The **TREASURER** is expected to attend regularly scheduled BoD meetings. Financial duties occur weekly, quarterly, annually and periodically. A more detailed narrative of the duties is available. Duties include the following:

- Weekly
  - Collect, record & tabulate monies received on club nights, including door intake, beverages, membership dues, class fees, recycling, donations etc.
  - Record & cumulate expenses incurred for caller fees and use of the venue.
- Quarterly – prior to the last day of each quarter if possible
  - Pay each caller
  - Pay St. Andrew's for use of the venue
  - For 'quarterly' club dances
    - Provide opening cash box and take possession of closing cash box.
    - Record monies received & expenses incurred.
    - Tabulate total profit or loss of the designated form
    - Be informed of caller expenses that must be paid and reimburse by check for expenses incurred, including travel or other expenses defined in contract
    - Reimburse by check any club members who have made purchases for the dance.



- Annual
  - Prepare and deliver a Treasurer's report to the Club at the annual general meeting.
  - Collect & record dues paid for annual membership.
  - Collect & record student fees paid for classes at each level.
  - Prepare & submit insurance renewal for Peninsula Square Dance Foundation (PDSF).
  - Tax filing, including state and federal
  - Prepare & distribute 1099s for callers, as indicated
- Periodic
  - Receive & record receipts for expenses incurred by club members for club activities, and reimburse accordingly.
  - Pay summer session & \$5 Friday callers by check on the night of the event.
  - Prepare deposits from cash on hand to checking account
  - Reconcile account statements as received
  - Apprise the BoD of financial status