

## Treasurer

### **Treasurer (Elected Board Position)**

Act as LSA Figurehead for all financial matters

Prepare budget with help of Executive Board

(includes preparing any necessary schedules to support budget process such as contract detail, membership analysis, etc.)

Communicate budget to Bookkeeper for input into Quicken

Attend monthly Executive Board meetings

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Research/communicate with banks regarding any change in structure of LSA accounts

(for example, closing an account or setting up a new account)

Look into investment options when necessary for extra funds (how to maximize interest earned)

Get monthly reports from Bookkeeper and analyze and ask questions when applicable

Periodically has the right to review the books, transactions, bank reconciliations, etc. done by Bookkeeper

(determined at the discretion of the board)

Obtain monthly ice bills from Iceland - review for accuracy, break out to respective LSA programs and forward to Bookkeeper for payment

Obtain signed tax forms for all independent contractors for preparation of W-2 filing (to include full names, current address and SS# of all independent contractors)

(by law club should maintain these records which include full names, current address and SS# of all independent contractors)

Obtain annual summary payroll information from Bookkeeper at calendar year end. Communicate with outside accountant regarding payroll for filing of W-2's.

(this is for all independent contractors that exceed a certain dollar amount per calendar year)

Do analysis of financial data when determined necessary by the board

At LSA fiscal year end, obtain final year end statements from Bookkeeper and forward to outside accountant for tax return preparation.

(follow up with outside accountant, answer all questions and then actually sign and file the return)

Prepare and present LSA financial information at the LSA Annual Meeting

**Treasurer**

1.

## Bookkeeper

		Hrs. per week	Hrs. per mo.	Hrs. per year
	Input budget into Quicken			2
Deposits	Deposit all monies received	2*4=	8	
Expenses	Pay bills - including tracking people down to give them their check or mail	2*4=	8	
Payroll	Do monthly payroll		1	
Payroll	Prepare/accumulate annual payroll info. For tax purposes - forward to Treas.			2
Payroll	Collect signed tax forms for all individuals on payroll from Treas.			
ADP	Receive ADP reports for director's salary, etc. Record each month		0.5	
Ice bills	Receive from Treas., review allocation, record and pay		0.5	
LSA cc	LSA credit card - get bill, review, match to supporting documents, pay		1	
LSA credit card processing	Receive report, tie out, record and reconcile to bank adjustments		2	
Prepare bills	Prepare bills as deemed necessary (ie., bill hotels for officials staying at hotels)			2
Prepare donation letters	Prepare donation letters for those that donate services/products and want tax receipt			2
Bounced checks	Receive notices - forward to Treasurer for follow up			
Start cash	Get start cash for all events	4 events		2
Quicken	Record everything into Quicken on a monthly basis		6	
Bank Rec's	Reconcile to bank every month for all accounts		2	
Contract adjustments	Get reports from "Contract" person - book all adjustments		1	
Analyze	Prepare back up reports needed to enhance accounting reporting such as for LTS, Contracts, Nutcracker, etc.		1	
Tax return	Close books, prepare all back up reports as well as prepare all the reports to go to independent tax person for tax return filing			8
			31	18
			12 mo's	
			372	18
				390
				20
				7800

Assume that volunteer from LSA is handling the duties of collecting checks and keeping track of payment for the following areas:

LTS	checks with report are handed over to Bookkeeper for deposit and recording
Synchro	checks with report are handed over to Bookkeeper for deposit and recording
Contracts	checks with report are handed over to Bookkeeper for deposit and recording
Competitions	checks with report are handed over to Bookkeeper for deposit and recording
Shows	checks with report are handed over to Bookkeeper for deposit and recording
Test sessions	checks with report are handed over to Bookkeeper for deposit and recording
Walk on money	checks with report are handed over to Bookkeeper for deposit and recording