

Carlsbad Softball Association Treasurer

Description of Position:

The Treasurer handles all incoming and outgoing money for CSA. Incoming money includes any monies collected from different league sources including registration, fundraisers, clothing sales, vendors, snack bar, etc. The Treasurer will also pay all CSA bills and reimburse all league related Board Member purchases. Keep a printed record and accounting of all incoming and outgoing monies.

Reporting Relationships:

The Treasurer reports directly to the President and to the entire Board.

Time requirements:

- Attend all Board meetings, with rare exception.
- Approximately 2-5 hours per week organizing deposits, copying and paying bills.
- Approximately 1 hour per week going to the bank.
- Approximately 1-2 hours per month preparing monthly or quarterly reports.

Season Schedule:

The Treasurer will be busier in relation to registrations (spring, all-stars, fall) and special events (Opening Day, Seabreeze, etc.) which occur in January, May, June and August.

Individual Tasks:

- Copy all checks and keep on file.
- Deposit all collected checks and money in the bank.
- Pay all bills, keeping a record of all transactions.
- Prepare checks for reimbursement of Board members.
- Prepare quarterly statements for the Board regarding financial status of different events and the league in general.

Related Documents:

None

7/12/2006