

Unit 361 Treasurer Duties, Responsibilities & Needed Skills

treasurer@denverbridge.org

1. Deposit income from tournaments timely.
2. Pay bills from tournaments and vendors timely.
3. Balance checkbook monthly.
4. Arrange for IRS W-4 forms to be provided as required (by anyone the Unit pays \$600 or more to in a calendar year).
5. File 1099s timely as required (for individuals paid \$600 or more).
6. File a federal tax return timely (May 15 of the following year).
7. Distribute free play cards as authorized.
8. Track mentor/mentee expenses.
9. Reimburse clubs for mentor fees re the mentor/mentee program.
10. Record credit card use in Quickbooks.
11. Pay an annual honorarium to club(s) for hosting Board meetings-currently only Metro.
12. Prepare a monthly financial report to the board.
13. Report the final financial results of all tournaments to the board.
14. Forward In & Out Reports to Hospitality chair.
15. Update Table Count records.
16. Work with Regional budget committee as needed.
17. Make timely advance rent payments for sectionals.
18. Reimburse members for Unit expenses timely.

Author/Revised by

Date

Ed Yosses

March 30, 2023