

QSC TREASURER DUTIES

- A. **BY-LAWS – TREASURER:** The Treasurer shall receive all monies, giving his receipt thereof; take charge of the books and accounts in connection with the financial affairs of the club; deposit all monies in the name of the club with a depository which shall be designated by the Executive Committee; liquidate all bills against the club with the approval of the Executive Committee; report the state of the finances of the club at each meeting and/or whenever requested by the Executive Committee; assure the club's books are audited annually; and make no expenditure in excess of \$100.00 without the approval of the Executive Committee.

OVERALL

Treasurer is responsible for managing and maintaining four bank accounts for QSC.

- General Club Account
- Travel Team Account
- Canada Trip Account
- Europe Trip Accounts

MONTHLY

- Treasurer will make deposits, pay all invoices and process check requests that are required for the General Club Account.
- Treasurer will make deposits and process check requests for the Travel Team Account.
 - Treasurer will track and manage all debits and credits for each team through an Excel Spreadsheet.
 - Team coaches and admins are responsible for submitting to the Treasurer via email any deposits and check requests they require or have done.
 - The Treasurer will manage check requests on a weekly OR bi-weekly basis.
 - Treasurer will send account balances to teams when requested or in a reasonable timeframe set up by Treasurer. Treasurer will set up new spreadsheet at the beginning of each Travel Season with the carryover balance for each team.
- Treasurer will work with two team admins from the U13 Boys and U13 Girls to manage the Canada Account.
 - Treasurer is responsible for processing check requests as they are submitted.
 - Team admins will be responsible for tracking the fundraising per player, debits and credits.
 - Team Admins will also make deposits and communicate the details to the Treasurer.

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- After fundraising and payments have concluded the Treasurer, President and Team Admins will meet to audit their spreadsheets and reconcile numbers.
- Treasurer will work with two team admins from the U15 Boys and U15 Girls to manage the Europe Account.
 - Treasurer is responsible for processing check requests as they are submitted.
 - Team admins will be responsible for tracking the fundraising per player, debits and credits.
 - Team Admins will also make deposits and communicate the details to the Treasurer.
 - After fundraising and payments have concluded the Treasurer, President and Team Admins will meet to audit their spreadsheets and reconcile numbers.
- Treasurer will manage Quick Books online and reconcile all debits and credits for four bank accounts. Treasurer is responsible for running P & L reports for Executive and General meetings.
- Treasurer will manage QNB online banking including but not limited to transfers between accounts.
- Treasurer will check the PO Box on a regular basis and distribute mail appropriately.
- Treasurer will create or use a tracking and filing system for all documents and emails that pertain to financials of the Club.
- Treasurer will collect and make deposits of monies from all QSC Tournaments including the Snack Stand revenue.
- Treasurer is required to attend Executive and General Meetings on a monthly basis.

OTHER GENERAL TASKS

- Support ALL Club Activities where possible