

## **Treasurer Duties**

- Mail, open all mail from PO Box 173 at least twice a week
- Bills, usually try to pay twice a month
- Deposit checks and cash when needed. Busy after registration and puck buck cards.
- Concession money, follow on concession money to make sure it has been deposited and record with quick books.
- Payroll, work the Rod Vanderziel office for payroll, quarterly reports, W-2's, 1099's workers comp, and others.
- Tax returns, work with our accountant to make sure of tax returns for gambling and MAHA get filed on time (November).
- Puck Buck cards, once registration is complete, need to track who has paid and who has not. Work with team managers to get outstanding ones paid.

## **Monthly Duties**

### August

- Registration, deposit any puck buck cards paid in advance and track.
- Financial information to board

### September

- Work with fundraising on tracking advertisers
- Financial information to board

### November

- Bill High School for HS Players
- Sign tax returns
- Financial information to board

### December

- Information to team managers about puck buck money owed
- Mail city the contribution invoice
- ½ of figure staking money
- Financial information to board

### January

- Work with team managers about outstanding puck buck money
- Financial information to board

## February

- Information to team managers about puck buck money still owed and tournament expenses
- Pay sales tax
- Financial information to board

## March

- Work on collecting any outstanding payments
- Financial information to board

## April

- Information for annual board meeting
- Start budget process for next year
- Financial information to board

## May

- Annual Meeting
- Financial information to board

## June

- Mail city the contribution invoice
- Work on next year's budget
- Financial information to board

## July

- Finalize next year's budget
- Finalize Registration
- Financial information to board