

Mason Soccer Booster Treasurer Role & Responsibilities

MISSION:

Mason Soccer Boosters is a non-profit organization (501c3) of parents and fans who volunteer their time for the benefit of the Mason High School soccer program.

The main goal of the Mason Soccer Boosters is to raise money through fund raisers to provide

- Equipment for the athletes, including the SWAG, soccer bags, warm-ups, rebounders, pennies, futsal balls & practice goals
- Specialized training for the soccer athletes
- Scholarships to college-bound Mason students whose parents participate in booster fund-raising activities
- Write-ups for local newspapers and assist coaches with team statistics

Additionally, the Mason Soccer Boosters connects with the community to

- Bolster support with local businesses
- Reach out to the local soccer community with opportunity to serve as ball girls/boys for varsity matches
- Support Top Soccer

Throughout the year, the Mason Soccer Boosters meet to plan and deliver the best athlete and fan experience for our Mason Soccer Family.

Treasurer Responsibilities:

- Oversee all banking responsibilities for the MSB bank account, including but not limited to making deposits, issuing checks, and reconciling the Treasury Spreadsheet to the bank account each month
- Prepare monthly Treasurer's Report for each Booster Meeting & present the financial activity since last meeting
- Prepare the annual budget which is to be approved by the Board
- Maintain the Treasury spreadsheet, keeping a detailed account of all transactions
- Keep accurate records (hard copies) in support of all transactions (bank stmts, deposit slips, invoices, receipts)
- Update MPC (Midwest PreSeason Classic) website with team payment info
- Prepare cash boxes for PSC (T-shirt and concession sales) and Regular Season Concessions
- Maintain Square readers and app
- Work with accountant on annual taxes; Prepare the Financial documentation yearly to keep our 501c3 status
- MABA performs audits every 3 years? Assist them during the audit.
- Prepare the Financial documentation yearly to keep our 501c3 Status

Calendar

- Please see the activities calendar for a month by month review of events
- Below is a high level flow of event dates. Please note the following
 - Booster meetings are held monthly

Month	High- Level Activities
January	
February	Check PO Box frequently; Update MPC Website with team payment info
March	Check PO Box frequently; Update MPC Website with team payment info
April	Check PO Box frequently; Update MPC Website with team payment info
May	Check PO Box frequently; Update MPC Website with team payment info
June	Check PO Box frequently; Update MPC Website with team payment info
July	Midwest Pre-Season Classic
August	Provide Senior Week budgets; Receive concession reports & deposits after home games
September	Receive concession reports & deposits after home games
October	Provide Banquet Budgets; Receive concession reports & deposits after home games
November	Prepare Budget
December	Present and Approve Budget