

SWGA Treasurer Responsibilities

Throughout the Year:

- Attend all Board Meetings and review meeting minutes for accuracy.
- Gain a thorough understanding of the SWGA “Constitution” and “Standing Rules”.
- Provide financial updates to board of directors at board meetings.
- Prepare budgets as required by SERP.
- Prepare and submit to SERP **quarterly** financial statements.
- Reconcile checking account, including all transfers (research transfers with no identifying information). Maintain checkbook and validate expenses.
- Reconcile tournaments and ensure all participants paid. Joint responsibility with Tournament Director or Tournament Chairperson.
- Make deposits to bank account for membership drive, End-of-Year Membership Meeting/Banquet, and tournaments.
- Track SERP money separately. Understand the rules as to how the SERP money can be spent. See the section about “Financial Reporting and Guidelines” in the SERP Policy.
- Track expenses and ensure that they are legitimate, track SERP expenses separately from expenses paid out of membership funds.
- Retain all receipts.
- Process all refunds.

Before Tournament and League Play Begins:

- Work with President to request SERP subsidy. This is done in November/early December.
- Work with VP and League Directors to ensure that all membership forms are updated prior to the membership drive in February/March.
- Distribute funds for membership drive activities and the **Registration and Informational Membership Meeting**.
- Provide financial update to membership at **Registration and Informational Membership Meeting**.
- Reconcile all payments for membership and determine if they are appropriate (correct amount for SWGA dues, Par 3 dues, R9H dues, and SERP fees). Note that substitutes in Par 3 and R9H leagues do not pay league dues.
- Ensure that email distribution list is updated (swga@mailgate.sandia.gov). May delegate this task – the Webmaster has access and might be a candidate to help with this.
- Update membership list and distribute to all other board members.
- Send to the SERP Office:
 - SERP Release Forms
 - SERP fees
 - SWGA Membership List (Roster)
- Work with SERP Office to ensure compliance of members and SERP release forms.

After Tournament and League Play Begins:

- Distribute funds for tournaments (joint responsibility with Tournament).

After Tournament and League Play Ends:

- Distribute funds for **End-of-Year Membership Meeting/Banquet**.
- Distribute funds for prizes at end of the season.
- Provide financial update to membership at **End-of-Year Membership Meeting/Banquet**.
- Work with Board to establish next season’s budget. Submit to SERP November/early December.

SWGA Treasurer Responsibilities

- Help transition to new Treasurer. Work with President to update the bank signature card (to include President, Vice President, Treasurer, and Tournament Director).

Additional Info: The Treasurer's job is time consuming. Tasks may be delegated and/or shared. Other board members are helpful – just ask!!!