

. The Treasurer shall:

Will pay bills approved by respective tournament, board of directors or president's authorization.

Maintain financial records and attend monthly Board meetings to furnish monthly profit and loss statement, balance sheet, and supplemental reports requested of the board of directors.

Change signature cards when necessary and handle all financial correspondence.

The treasurer must be bonded or have similar insurance.

The treasurer is authorized to make planned expenditures. The Board of Directors will authorize all other expenditures at the next meeting.

Pay properly approved vendors' invoices

Deposit checks and cash received in the bank in a timely manner

Be available at the Unit annual meeting (usually the September sectional) to answer questions relating to the Unit's finances

Provide electronic copies of the monthly reports to the Unit Webmaster for posting on the Unit website

Manage the allocation of the Unit's cash among accounts to maximize income.

Make arrangements with tournament directors to receive and verify the tournament invoice and deposit all cash and checks in the bank.

Approve the Head Director's Tournament Worksheet at the conclusion of each sectional and regional tournament

Collect cash from the Head Director at the conclusion of each sectional tournament

Provide data as required to the auditor to facilitate the annual audit

Ensure proper filing of all federal and state reports.

Other duties as assigned by the Board of Directors.