

## Treasurer

The Treasurer is responsible to oversee the proper care and custody of all corporate funds and securities and provide full and accurate accounting of the finances. The President shall abide by the duties as dictated by the bylaws, be a member in good standing, and attend meetings. Other responsibilities include but are not limited to:

- Provides financial report to board/members at regular intervals
- Provides payments, including the following:
  - Vendors
  - Reimbursements to members for Trial expenses
  - CPE Dues
- Provides 1099-MISC forms to appropriate vendors including Trial Judges, Trial Chair, and Trial Secretary. Mails completed 1099-MISC to IRS
- Provide Financial Information to Accountant (Jan/Feb) for IRS Reporting
- Follows up with attorney to register annual charter with State
- Tracks Trailer Registration / Insurance Due Dates
- Serves as Primary Contact between club and Insurance Agency
- Serves as Primary Contact between club and Financial Institution
- Submits a proposed annual budget to the Board of Directors and the members as a member of the Budget Committee
- Provides end of year financial reports.
- Coordinates with the Equipment Committee or Trial Chair with ordering equipment.
- Works with Trial Committee to remit applications and appropriate payments to CPE
- Tracks Clynk Account (checks in June and December)
- For Each Trial
  - Creates EMAC bucks
  - Provides travel/hotel arrangements for Trial Judges, as needed.
  - Works with Ribbon Coordinator on ordering appropriate ribbons for Trials
  - Provides refunds for waiting list entries or those that pull out before closing
  - Pays the following:
    - CPE
    - Course Reviewer
    - Trial Judge(s)
    - Trial Secretary
    - Trial Chair
    - Catering Vendor
    - Venue Rental (if haven't previously)