



Lakers Hockey

CLUB ASSOCIATION

Treasurer Functions and Responsibilities

The Treasurer's main function is to oversee all aspects of the Laker's funds. The Treasurer has one vote in all matters of the Board.

Specifically, the Treasurer is minimally responsible for:

- The care and custody of all organizational funds and related documentation
- Collecting all funds for the organization
 - Registration fees as per agreements
 - Suspends player eligibility if fees are not paid as per agreement
 - Monies from fundraisers
 - Monies from all sponsors
 - Information on each sponsor is shared with the Webmaster for inclusion on our website
- Paying all invoices for confirmed receipt of all products and services
 - AHAI league fees
 - Coaching pay
 - Product purchases/reimbursements as approved by board
 - Pay for services rendered (e.g. special coaches, tournament fees, IT related expenses)
- Prepares and maintains appropriate financial documents
 - Monthly status reports shared at each board meeting
 - Bank statement
 - Monies not yet realized for registrations
 - Outstanding bills
 - Projected balances
 - Budget, updates to show projected vs actual monthly
 - Annual written report
 - Balance sheet
 - Statement of income
 - Profit/Loss statement
 - Issues 1099's at year-end for paid staff
 - Issues letters to all sponsors at year end advising of our tax status
 - Works with appropriate organizations (governments, lawyers, accountants) to obtain and maintain 501c3 status.
 - Renews PO Box registration annually