

SAWGA TREASURER DUTIES

The Position of Treasurer shall be for a minimum period of two (2) years. The Treasurer shall collect all monies due the Association and disburse the same under the direction of the Executive Board. The Treasurer shall leave a minimum dollar amount of \$500 in the SAWGA general fund every year and keep \$250 in a separate fund for a "Hole-in-One" prize until it is distributed to a winner/s at the SAWGA Banquet. She shall report, in writing, the state of finances when required by the President or the Executive Board. At the bi-annual meetings she shall present a written report showing all receipts and disbursements made during the period. She shall keep a roll of all current members and member clubs and shall work closely with all tournament chairwomen.

Duties of the SAWGA Treasurer

- Receive and disburse all funds and make all bank deposits.

NOTE: Only one signature is required on the checks. Get signature cards for bank account at Numerica Credit Union. Signature cards should be signed by the SAWGA Treasurer and President. When these positions change, the usernames and passwords for access to online account and monthly statements must be changed.

- Purchase all supplies for the Association. A current, hard copy receipt must be provided for reimbursement. All payments are paid with a SAWGA check.
- SAWGA certificates will state your name and address and telephone number so that all Pro Shops and other vendors know where to send them in order to receive reimbursement. Be sure the message, "Redeem by December 31, 2****" (of the current year) and "Vendors must submit for payment by January 15, 2****" (of the next year) is clearly stated on the SAWGA gift certificate.
- At the Spring SAWGA Meeting, a list of names, addresses and email addresses of the Junior Representatives of each club will be provided. Send each of these representatives an email stating their responsibilities. This information should be put in their binder, but this email serves as a reminder.
- Verify that each member club has submitted the following to the Treasurer by the deadline date of April 15th:
 - \$25 member club dues and
 - A list of all SAWGA members and their \$30 dues
- Email the list of paid SAWGA members to the Numerica Cup and Sweeps Chairs after the deadline date of April 15th. Members will be listed alphabetically within each member club.
- New members may be added during the year, but their individual dues must be paid before they can enter a Sweeps or Numerica Cup event. Email a "SAWGA Sign Up" form to each Treasurer, Junior Representative and President of each club. This information is on the

website, but an additional email is a reminder.

- Keep a master membership list consisting of every member club. When new members join SAWGA, add them to the list. Make certain that the form has the revision date for each addition or deletion. Resend updated list to the Numerica Cup and Sweeps Chairs.
- Create a list of all the players for each event with a breakdown of individual fees per player. Compile this list from the Sweeps Player Lists submitted by the Junior Representative from each member club prior to the deadline. **Check your records to make certain every person entered is a paid SAWGA member.** Compare the final lineup form you receive from the Sweeps Chairpersons with your form to be sure everyone entered is in the lineup. Submit your form with a check, and the amount noted for each individual player, to the host golf course immediately following the completion of the lineup. Refunds are only possible before the lineup is formed and posted on the SAWGA website. Fees will not be refunded if the Junior Representative did not qualify a player's eligibility.
- SAWGA Gift certificates are paid to winners. The amount for payouts may be adjusted each year. The Executive Board will set the new payouts for the coming season at the Fall SAWGA meeting.
- When you receive the results from the Sweeps Chairs, create, print and disburse SAWGA gift certificates for the winners of Sweeps and Championship Tournament. Mail SAWGA certificates as soon as possible following Sweeps events to the appropriate Junior Representatives. The Championship Tournament SAWGA certificates are handed out at the year-end Awards Banquet. Keep a master list of all SAWGA certificates issued and track all outstanding unredeemed SAWGA certificates.
- All SAWGA certificates must to be used before December 31st of the current year. SAWGA certificates are not to be accepted by vendors and/or club pros beyond that date. The vendors and/or club pros have until January 15th of the next year to submit certificates to the SAWGA Treasurer for reimbursement. Anything submitted after that date will not be paid! Issue payments on the 15th of each month.
- Work closely with the SAWGA President, Championship Tournament Chairwoman and her committee on the Championship Tournament.
- Championship Tournament income and expenses are kept separate.
- Championship Tournament entries and fees will be sent to the Treasurer directly from the players. Create a master list that will be sent to the Championship Tournament Chair and Lead Sweeps Chair. Send revised lists as new entries are added.
- Print SAWGA certificates in flight order and take to Awards Banquet. Prepare and maintain Sponsor list of contributions, both cash and in kind services.
- Award Banquet reservation form and fees will be sent to the Treasurer directly from the

attendees. Create a master list that will be sent to the Championship Tournament Chair and 4th/5th Assistants. Send revised lists as new entries are added.

- Trophies and engraving for the Championship Tournament and Awards Banquet may be purchased from an engraver of the Committee's choice. Please refer to the budget and inform the Championship Tournament Chairwoman of amount available to spend.
- Reconcile check register on the first day of each month. Print check register and reconciliation and attach to the bank statement.
- Close the books at the end of the year. The Championship Tournament and the general fund are separate on the income and expense statement. Make copies for the SAWGA President, Vice-President, Secretary, Treasurer and the twelve Member Clubs and SAWGA Championship Tournament Chair. Take these copies to hand out at the Fall and Spring SAWGA meetings. A copy of each year is kept in a file.
- Make arrangements to have books audited before start of new season.
- File "Form 990-EZ" electronically with the IRS to retain not for profit status.