

DUTIES OF THE TREASURER

Opening Day:

- ◆ Obtain money envelopes around June or July for the first day (usually on the last Sunday in August).
- ◆ Prepare team envelopes and a tally sheet for three-weekly league bowling fees. Team breakdowns to be obtained from the Statistician.

Ledger Book:

- ◆ May or may not be computerized. All incoming funds use blue or black ink.
- ◆ Each item must be listed separately. Ie. Bowling fees sanction fees, sunshine funds, sponsors, etc.
- ◆ All payouts use red ink.

Deposit Slips:

- ◆ All cash can be added together and listed on cash total. Each check must be listed separately by check amount and bank I.D.
- ◆ All Checks must be stamped on back with both stamps "FOR DEPOSIT ONLY AND ACCOUNT NUMBER".

Committee Meetings:

- ◆ A financial statement must be done and a copy given to each committee member for each meeting.
- ◆ Any financial problems or pluses should be dealt with at that time.

Checks:

- ◆ Any bowler's returned check will be charged ten-dollars (\$10.00), plus any bank fees.
- ◆ Payments to each bowling establishment must be paid before bowling.
- ◆ All Payouts are to be made by check only. "No Cash!"

Sponsors:

- ◆ The President sends initial request for sponsors' payments. The Treasurer follows-up with a Thank You letter, which may or may not include requests for an initial payment or balance due.

Final Night:

- ◆ Prepare an envelope for team franchise fees, banquet fees (# of tickets needed). And if they would want money withheld from their prize fund. They also should indicate whether or not they would be returning to the league.

Pay-Off Night:

- ◆ A final financial statement is to be done for the entire league.
- ◆ Individual breakdown of prize money, extra money and all deductions per bowler should be in each envelope with their own pay-off check.
- ◆ Prepare a signature sheet for all bowlers. A note from the bowler involved is necessary if someone else will be picking up their check, otherwise do not release check.
- ◆ All checks not picked up will be mailed the next day.

Draft For The Following Season:

- ◆ Each Team Captain is allotted two hundred dollars (\$200.00) for uniform expenses. This includes the cost of shirts and the lettering as well as towels. In order to be reimbursed, Team Captains must save their receipts and give them to the Treasurer in an envelope. (This is for Income Tax purposes should the need arise). Any monies not spent will be returned to the league's general prize fund.