

Triple Cities Runners Club Treasurer's Responsibilities

Yearly

Prepare financial statements and post to TCRC website after receiving board's approval.

Prepare IRS Form 990-EZ and submit to IRS. Post to TCRC website.

Obtain membership list and pay RRCA dues in December using discrete addresses.

Monthly

Prepare Financial Statement and submit electronically and present to board at monthly meeting. Currently in excel.

Financial Statements should be presented so the revenue/expense per race/activity is available (i.e., membership, races, annual dinner, etc). Need to be able to track by event to present to board in conjunction with Race Director and to be able to prepare yearly financial statements and Form 990EZ.

Financial Statements should be maintained in a manner to be able to complete a yearly financial statement and 990-EZ where required.

Receive monthly bank statement, list what the revenue/expense item are on the bank statement and submit to board electronically.

Ensure that Bank Statement is reconciled to Books (Accounts: Visions Checking and Savings; M&T Checking for Vestal XX).

Attend monthly board meetings.

Pay and reconcile Staples credit card as necessary.

Normal Business

Review on line bank activity (frequently) and update books; especially with RunSignUp deposits

Pay bills in accordance with board approved expenses on a timely basis and record in books by activity.

Maintain RunSignUp access to all races and membership to be able to validate payments to bank account.

Post all electronic payments from RunSignUp and validate to RunSignUp. Ensure they are posted to the correct activity (i.e., race, membership).

Record all revenue and deposit any cash/checks on a timely basis.

Ensure that bank and book are always reconciled.