

TWGA Treasurer's Job Description

This position is elected for a two year term. Attendance is suggested for all Association meetings and events.

Responsible for collecting, recording, and depositing all monies from the Club Reps for all TWGA tournaments. Each rep will send one check payable to TWGA for the total entry fees of their members. This money includes TWGA dues, entry fees, green fees, and cart fees, per the tournament entry forms.

Shall collect and deposit any raffle monies from each tournament. One winning ticket is selected, usually at the tournament, and that person receives a portion of the raffle money. The balance of the raffle money remains in the bank account until a donation is made at the end of the season.

Prior to each tournament, confer with the Tournament Chair to compare the number of players entered and the number of carts required. No refunds will be made after the final pairings are done, with limited exceptions, determined by the Tournament Chair.

After the tournament, check with the Tournament Chair to confirm the actual number of players that participated and only pay the course for that number. Use the Bank Debit card to pay the golf course immediately after play is done.

After each tournament, the Tournament Chair will provide a list of winners, along with the amount won, for each club. Use bill pay through the bank to send the amount won to the club reps, who will disburse the funds to their members.

Deposit all money into the TWGA bank account ASAP and keep an accurate record of the Association's funds.

Disburse monies at the direction of the Board and report on the state of finances as requested by the Board.

The financial books, together with those of any Committee Chairpersons who deal with finances, shall be presented for audit as soon as closed following the November meeting. An annual audit/review shall be made of the books by a person familiar with audit principals and appointed or approved by the President.

Prepare cash or check awards to be presented at the fall luncheon to the TWGA Champion, Runner-Up, Low Net of the Field, and Jane Bradley. May include a letter with each payment to the winners congratulating them on their accomplishments.

Early in each new year, present a proposed budget to the Board, for additions, corrections, and approval. Provide the board with a final budget for the upcoming year.

This job description shall be reviewed once a year and updated if necessary and submitted to the President, Secretary and Historian.

Perform other duties as required.