

Treasurer - Responsibilities of

Establishment of and adherence to accounting principles includes:

- Maintenance of records, reports, forms and tax returns including documentation of all receipts and disbursements.
- Establishment of restricted and unrestricted accounts as necessary
- Establishment of reports that provide accounting for a cash-basis entity including sufficient accounting categories to track individual activities, e.g., the annual banquet, raffles and auctions, Kokanee Karnival and the newsletter.
- Providing prompt and accurate deposit of receipts and check writing to those who incur approved expense on behalf of the club.

Assisting with the preparation and compilation of an annual budget:

- Historical information regarding past operations and activities will be furnished by the treasurer to board members tasked with preparing budgets.
- The president and treasurer will prepare the annual operating budget for the club.
- Those officers and directors responsible for any activity that involves receipts or disbursements will prepare a budget for those activities.
- The operating budget and activity budgets will be compiled and submitted to the Board for adoption, usually at the yearly Board retreat, prior to the beginning of the new fiscal year.
- The Kokanee Karnival budget is developed by the responsible board member and submitted to the Board for adoption, usually at the yearly Board retreat, prior to the beginning of the new fiscal year.

Preparation of monthly and yearly financial reports:

- Monthly reports including COF and KK receipts and disbursements compared to budget, COF and KK bank reconciliations, and COF and KK cash receipts and disbursements will be provided to the Board.
- The monthly reports will be consolidated at year end, submitted to the Board for approval and used for tax preparation and other reporting purposes.

Preparation of yearly tax and governmental reports (IRS Form 990, Oregon Form CT-12)

- The treasurer, in consultation with the Board, will delegate preparation of the income tax return (IRS Form 990) to an accountancy firm.
- The treasurer, in consultation with the Board, will delegate preparation of the necessary reports to the State of Oregon (Oregon Form CT-12) to an accountancy firm.