

## **TVKC Treasurer Duties and Responsibilities Checklist**

From the TVKC ByLaws. DUTIES OF THE TREASURER – The Treasurer shall oversee the collection and receipt of all monies due or belonging to the Club and shall ensure that all Club insurance policies are renewed in a timely manner. He or she shall oversee the deposits of the same in a bank satisfactory to the Board, in the name of the Club. The Treasurer shall see to the paying of bills in the ordinary course of business as needed. The Treasurer is responsible to verify that all account books are current and open to inspection of the Board. He or She shall report at every meeting a detailed Treasurer's report including a profit and loss statement. A detailed monthly Treasurer's report shall be submitted to the President and Recording Secretary for record keeping. He or she shall perform all duties incident to the office or as are properly required by the Board of Directors.

The treasurer is the TVKC financial officer for the club. Major duties include paying invoices, balancing the general and savings accounts, overseeing the other bank accounts, insurance needs for the club, and getting the yearly taxes pulled together for the tax accountant.

TVKC is a non-profit organization and works on a cash basis accounting system. The club uses Quickbooks Online for our accounting software. The Treasurer should have a thorough working knowledge of accounting, bookkeeping and Quickbooks Online.

TVKC bank accounts are with Mt. McKinley Bank.

### **Daily/Weekly Duties:**

[ ] Check the TVKC Finance email for any pertinent information.

[ ] The following bills are on autopay and you will receive a receipt when paid -  
QuickBooks Monthly Subscription  
Interior Mini Storage

Invoices sent through email to pay are the building rental for TDT Dog Sports, Pawsitive Dog Training, JP Jones building rental for meetings, and other subscriptions like Zoom, Ninja Forms, and War Web for our website.

[ ] Pay the general invoices that affect the running of the club on a day-to-day basis. The sub-sports accounts pay the invoices for each corresponding sport activity.

[ ] Write checks to reimburse club members for expenses they incur while doing club activities. No check is ever written unless there is an accompanying receipt included.

[ ] Making deposits of money they receive. A form along with the money (checks and cash) is turned into the treasurer after an activity. Form is available on the TVKC website (Members Only, Forms).

[ ] Log In and check the balance on all the accounts.

## **Monthly Duties**

- [ ] Reconciliation of the General and Savings account.
- [ ] Contact the Committee Chairperson of each Sub Account and request the reconciliation form for their checking account.
- [ ] Reconciliation of the PayPal account and transfer the money to the general account.
- [ ] Distribute the PayPal income to the appropriate accounts.
- [ ] Enter all monetary transaction into QuickBooks.
- [ ] Prepare the Statement of Activity (Profit and Loss statement) and Financial Position (Balance Sheet) for the month from QuickBooks.
- [ ] Prepare the Treasurer Report for either the General meeting or Board meeting for the month.

## **Yearly Duties**

- [ ] Insurance
- [ ] Tax Preparation
- [ ] State of Alaska Reporting – Biennial Report

## **Insurance**

- [ ] Our liability insurance is provided by Equisure Inc (equisure-inc.com). We carry both liability and theft protection policies. The policies come due in the January/February time frame.
- [ ] Each year, once the new policy is in place, we request several insurance certificates as required by the owners of various facilities where we conduct events. You will find previous certificates attached to emails in the [tvkcfinance@gmail.com](mailto:tvkcfinance@gmail.com) account. Search for Equisure and they will come up. Also, messages back and forth with Equisure will help you work through the renewal process.

## **IV Tax Return**

- [ ] The Club files a 990EZ tax return. Please consult IRS publications for details. I have found it convenient to request an extension. Extensions are always granted but you must file a form 8868 prior to the standard due date. The Club reports on the cash accounting method.

[ ] Basically the process is:

- Complete posting of all expenses for the tax year in question
- Forward year end Profit and Loss and Balance sheet reports to Diane
- Diane calculates depreciation expense and forwards the amount to us
- We make the depreciation expense journal entry
- We send updated year end reports to Diane
- Diane calculates the amounts we need for the return and sends them to us
- We complete the 990EZ for and submit it to the IRS
- We send a copy of the completed form to Diane

It is convenient to complete the return using a data enterable PDF form you can find on the IRS website.