**Treasurers Job**

1. Be responsible for all receipts and disbursements of all monies of the association
2. Collect membership dues.
3. Create a spread sheet for all members and note if dues paid. This is to be shared with President, Vice President, Pro Shop and welcome Committee.
4. Give budget report at meetings
5. Have financial records ready for audit prior to annual meeting

**Tournaments**

* Tournament entry fees will be billed to each players account
* If the entry fee is not billed to the members account, the chairperson will collect cheques/cash from the Pro Shop and be responsible for follow up on unpaid entry fees.
* Get cash and or Pro Shop gift cards provided to you from tournament chair.
* Make individual prize money envelopes.

**Fill out tournament summary sheet**

* notes WGA contribution
* Notes all funds received (sign sponsors, entry fees)
* notes all payments made
* Summary sheet to be sent to President and VP

**Committee Chair to provide treasurer:**

* collect all invoices for Supplies, Pro Shop and F&B
* Meet with Treasurer to discuss payments are understood and payable.
* Send treasurer a breakdown of prize money and or Pro Shop gift cards
* Copies of all flyers and summary of event.

**Playbook**

* Collect all flyers and tournament summary from chair.
* put financial summary, flyers and chair summary in playbook.

**End of Season tournament**

* Pro Shop to provide treasurer “Most Improved” player of season
* Each member will receive $1 for every birdie throughout season. Make envelopes for each member receiving cash.
* Ringers**?**