

NSDTRC (USA) POSITION DESCRIPTION**Treasurer**

Position Type: Officer, Board of Directors.

Manner of Appointment: Elected to a two year term and shall serve until a successor is elected.

Materials Necessary: Software appropriate to keeping the financial records for the NSDTRC (USA) including word processing, bookkeeping, spreadsheet and database applications.

Supplies Needed: Computer with Internet access and the above mentioned software, stationery and envelopes, and postage.

Qualifications: The Treasurer will:

- Have a good working knowledge of the Nova Scotia Duck Tolling Retriever and the NSDTRC (USA).
- Be able to communicate well with the Board, appointed officials, the membership of the Club and the public.
- Be able to handle questions and problems in a constructive, non-confrontational manner.
- Be self-motivated and have good organizational skills.
- Have the ability and skills needed to keep the financial records for the NSDTRC (USA) using the above mentioned software.

Responsibilities: The Treasurer will:

- Maintain the Club's financial and business records.
- Review bills and make payments.
- Receive deposits from various other officials and ensure they are credited to the appropriate account.
- Provide information as requested by the Board and other Officers concerning the financial status of the Club and the financial aspects of Club programs such as Rescue, Events, Merchandising, Rescue Merchandising, and others as necessary.
- Prepare the annual budget for submission to the Board.
- Assist local treasurers for Club events such as field tests and shows by providing accounting and support material.
- Participate in the conduct of the business of the Board.
- Perform additional responsibilities that may arise from time to time, and may be added as appropriate.

Administrative Responsibilities & Duties: The Treasurer will:

- Attend in-person meetings of the Board and the Annual Membership Meeting if at all possible.
- Prepare an annual written report in August of each year for presentation at the Annual In-person Meeting.
- If present at the Annual Meeting, will give an oral presentation at the Board Meeting and Annual Membership Meeting regarding the finances of the Club.
- Maintain an accounting of expenses incurred in the administration of these duties. Examples of expenses are printing, postage, paper supplies, and long distance phone calls.
- Prepare the Club's fiscal year financial report from information submitted by other Club officers, Board members and appointed officials.
- Prepare and submit the annual budget to the Board for the next fiscal year (July 1-June 30) from information submitted by other Club officers, Board members and appointed officials regarding projected expenses.
- Serve as liaison for assigned appointed officials.

TREASURER RESPONSIBILITIES

The following duties and practices will prove valuable to clubs in handling their finances. These were developed by AKC's CFO James Stevens:

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Duties:

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The Treasurer shall collect and record all moneys due or belonging to the club. Moneys shall be deposited in a bank designated by the board, in the name of the club. The books shall at all times be open to inspection by the board and a report shall be given at every meeting on the condition of the club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount, as the board of directors shall determine.

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Suggested Financial Practices:

A.

GENERAL

1) Ensure that the Club's treasurer is adequately bonded.

2) Perform a periodic audit of the Treasurer's records to:

a) Ensure proper invoices (or other documentation) adequately support any payments.

b) Verify that bank reconciliations are performed accurately and timely.

3) If possible, it is preferable to have a person approving invoices different than the individual preparing and/or signing checks. Similarly, it is desirable to

have an individual reconciling the bank accounts who is different from the person preparing and/or signing checks.

Segregation of these duties provides a more desirable level of internal control.

4) Consider establishing an audit committee of club members not involved in preparing or signing checks. Their role would be to annually review the details of all cash receipts and disbursements.

5)The treasurer should prepare a quarterly balance sheet and an income statement. This should include an itemized listing of all cash receipts and disbursements during the quarter.

6)Ensure that all annual membership dues are collected on a timely basis.

B.CASH MANAGEMENT

1)All cash receipts should be deposited timely.

2)Bank accounts should be formally reconciled each month on a timely basis.

3)Follow-up on any checks outstanding for more than 3–6 months.

4)Consider having a second authorized signer for all checks over a prescribed dollar amount.

5)Consider investing excess funds in an interest bearing account or certificate of deposit