

CSADA TREASURER'S DUTIES

REVISED, 6-29-2018

Attend Board and Show Committee meetings when possible. When unable to attend, provide relevant financial information requested by President and Committee Chair.

Attend monthly meetings when possible. Pay for dinner/meeting. When unable to Attend, Assistant Treasurer or President can pay. Regular dinner meetings are held: February, April, May, September, November plus a special December party. With the exception of the December party, the minimum at Oscar Swan is 20 and the current charge is \$23/person. This includes tax, gratuity and a meeting space for the regular meeting, committee meetings, etc.

Present the monthly Treasurer's Report when in attendance. Provide President with report prior to meeting when unable to attend.

Pay all bills. Record description of payments and include such information in Treasurer's Reports and Show's Profit/Loss Statements.

Balance and reconcile monthly bank statements. (President will provide password to online account.) Prepare Monthly Treasurer's Report.

Establish business relationship with local Chase Branch. Order checks and other supplies as needed.

Record and submit annual not-for-profit statement. Notice from Secretary of State is currently being sent to John Larsen and will be passed on to you by John. Payment is required with statement. This normally happens in July.

Payment of Bills: Pay within terms. When necessary, confirm amounts and question validity. Expect Online Transition, Inc. email invoice on first day of each month. Arrange with Public Storage in December for payment of CSADA Storage Unit for entire upcoming year. This eliminates paying monthly. General liability insurance invoices are due in January.

Write checks for CSADA memorials, etc., as informed by Friendship Committee Chair.

Show Responsibilities

Treasurer:

Attend all shows. Be prepared to pay bills and invoices as required. Provide cash to be used by ticket sellers for change. The details need to be worked out with Scott Snedden prior to show and may require requesting amount of cash required from Chase in advance of withdrawal. Amount is typically \$2,000 in \$1's and \$500 in \$5's.

Provide Scott with cash, deposit slips and bank cash bags on Friday of show week. Scott will make deposits of cash and checks collected from those attending the show and provide details to Treasurer.

A deposit for Kane County Fair Association is generally required sometime prior to the show. Show Chair will make the request for the balance due the fairgrounds to be paid on Sunday of the show with Show Chairperson(s) in attendance to insure accuracy.

After all deposits are made and invoices paid, prepare Profit/Loss Statement and updated Show Summary reports. Typically, some invoices are not issued until end of the month.

Reports and statements provided to Show Chair and President.

Show Committee:

Show Committee will prepare and issue dealer booth rent invoices. Show Committee will handle all show-related dealer payments, prepare deposit slips and make deposits on timely basis. Show Committee to keep Treasurer advised of all deposits; date made and amount deposited.

End of year

Prepare worksheet, summarizing 12-month activity of income and expenses from monthly Treasurer's Reports. This is provided to person preparing tax return. Work with tax preparer as needed to complete and file return.