TREASURER

January/February

1. Treasurer should provide prior year annual report to the President for review.

2. Watch for annual invoice from CGA for club membership dues. Pay dues (about $75).

March

1. Coordinate with President to send out welcome letter to collect handicap fees and dues.

2. Check PO Box 276, Fraser at least weekly to retrieve membership forms and dues.

April/May

1. Deposit dues to Bank of the West. Document deposits.

2. Summarize/list current year members including – (currently use one Excel s/s to track all items)
   a. Dues payments
   b. Match play payments – Provide list to match play chair
   c. Hole in One payments
   d. Number of luncheon attendees – Provide list to luncheon host (usually Fontenot's)
   e. Check-in numbers

3. Overview of address/contact information – report any changes to Secretary.

4. When most members have paid, but not later than April 25th, send Mary at PC list of paid members to enable her to activate handicaps. Handicaps are cancelled by April 30th for members who are late in joining.

5. Handicap activation handled near and after season starts needs to be handled on individual basis. When check is received, contact Mary M at PC to activate, contact tournament chair, and contact new member committee if new member.

June/July/August/September

1. Summarize weekly prize dollars won by members periodically. You can find winners listed on PCLC web site. Write a check (monthly suggested) to PC Golf Club to accompany list of prize $$. Give Mary at pro shop the list and the check for updating member's individual accounts. Mary will provide receipts for each member. Verify accuracy of posted amounts.

2. Consider separate payout to Pro Shop for club championship.

3. Prize $$ generally stop late September. October is open play without prizes.

4. Pay monthly invoices from CGA for member handicaps – CGA invoices $35 (in 2019) for each member. The handicap fee is billed as Mary activates. Most are billed mid-May with stragglers in June, July & August. Verify that PCLC has collected for all handicaps invoiced to us. Note that there are a few handicaps included on PCLC invoice for non-members. These fees are generally paid to Mary in the pro shop and she turns funds over to us. The treasurer deposits and tracks non-member's and then pays with the monthly CGA invoice.

5. Generally there is a board of directors meeting mid-July.

a. Seek board approval to make a donation to the PC pro shop for a special item. Discuss a possible wish list with Mary at PC. Historically, PCLC has donated $5/member to Pole Creek, ie 50 member's = a $250 donation.
b. Remind board that PCLC typically buys a thank you gift for Mary, J.T. & Craig – wine, beer, etc. Coordinate who buys gifts to be given at/near the club championship/luncheon.
c. Remind board that PCLC typically selects and orders a small prize for members that have a birdie during Thursday play – "birdie prizes". Coordinate who orders and buys birdie prizes.

6. Write checks to pay for club championship luncheon and other reimbursements for on-going operations.

October

1. Watch for invoice for annual PO box fee and pay fee. The post office charges a late fee and locks off the box if not paid.

On-going –

Track deposits and checks written by maintaining a checkbook (or software like Quickbooks). Reconcile bank accounts monthly. Bank statements can be retrieved by logging in to the bank's website. Utilize check register/Qbooks to prepare an annual report of income and expenses to provide to board and club members at spring luncheon.

Keep tabs of on-going expenses during the season with the objective that the PCLC should be close to break-even each year. The reserve funds are $5K-$6K. They can be used with board approval, but the day-to-day operations should be covered by dues.

Check PO Box 276, Fraser often during March-June and periodically other months of the year.

As of September 2019 –

Checking account at Bank of the West with Madelyne Stevens and Julie Richards as signers.
Paperless option for statements is in effect so login to retrieve statements.