

Lake County Duplicate Bridge Clubs, Inc.

510 W. Key Ave., Eustis, FL 32726 • 352.589.9589

Duties of the Treasurer

1. Pay Bills:

- a. ACBL fees as required (Unit, District and National)
- b. Utilities
- c. Cleaning service as presented
- d. Lawn service as presented
- e. Reimburse members for approved expenses upon receipt of documentation.
- f. Quarterly IRS payroll taxes
- g. Annual Business Receipts Tax.
- h. Annual Property Tax
- i. Other vendors as presented for approved expenditures

2. Payroll:

- a. Pay Club Manager and Directors on a monthly basis upon receipt of payroll information from Club Manager.

3. Banking:

- a. Collect and deposit snack money
- b. Reconcile Director's deposits and resolve discrepancies.
- c. Purchase or renew CDs as necessary.

4. Recordkeeping:

- a. Utilizing Quick Books
 - i. Reconcile bank statement
 - ii. Code all deposits to proper accounts
 - iii. Code all expenditures to proper accounts
- b. Back up all data to external storage media
- c. Provide data as necessary for annual budget

5. Reporting:

- a. Annual report to Florida Secretary of State
- b. Annual Income Tax Form 990 to the IRS
- c. Monthly Income Statement and Balance Sheet