

Division of Treasurer Duties

- **Treasurer Responsibility**

- Financial Reporting
- Maintenance of Accounting Documents
 - P&L
 - Cash flow reports
 - Show P&L
 - Workshop P&L
 - Inventory (Depreciation)
 - Budgeting
 - Preparation for annual audit
- Bill Payment (by check or online)
- Bank deposits
- Checking account management
- Building Fund management
- Conduct and accounting for Auctions

- **Associate Treasurer Duties:**

- Filing State Incorporation renewal
- Filing Federal Income tax return (990n)
- Preparing SFMS membership and Insurance forms
 - Club Insurance through SFMS
 - Completion of forms
 - Submission along with payments
 - Obtaining insurance certificate each year for the show
 - Preparation of SFMS Directory info.
- Clubhouse Related
 - Seek and Manage insurance (ie., Renewal, renegotiation, bill payment etc)
 - Clubhouse insurance through Agency
 - Interact with Pest Control Services Co. Cook's Pest Control

- Interact with alarm system monitoring company. Electronic Sales Inc.
 - Payment of false alarm fines
- Marietta City Requirements
 - Renew Business License
 - File Personal Property Tax Return
 - Ensure Marietta City Property tax bill gets Paid (Personal Prop. and Prop.)
- Cobb County requirements
 - Ensure Cobb County Property tax bill gets paid (Personal Prop. and Prop.)
- Misc. other non-accounting duties