



DOG OBEDIENCE CLUBS OF FLORIDA



DOCOF

Standard Operating Procedure

Title	Duties of the Treasurer				
Number	18001	Date Approved	9/14/2018	Date Active	9/14/2017
Rescinds		Review Date	9/14/2020	Pages	2
Purpose To provide a clear understanding of the duties and processes related to the Treasurer of the Organization.					
Policy The DOCOF Treasure shall act as a leader and team member of the organization. He or she will be guided by the By-Laws, Rules and Procedures of the DOCOF organization. (DOCOF)					
Practice 1.0 General Duties 1.1 Receive annual dues and maintain the club membership roster 1.2 Manage, reconcile, properly code in accounting software and pay monthly club credit cards 1.3 Prepare annual budget and present to the Board. This is more of a financial analysis of how the organization did for the year. 1.4 Pay Insurance. The bill will include an amount to cover the normal number of certificates that we need each year. 1.5 Prepare or have prepared annual income tax returns and filings 1.6 Prepare and present Financial Statements and Summaries for Meetings 1.7 Pay Expense Report Reimbursements as submitted. 1.8 Participate in Board discussions and votes in a timely manner, putting forth honest and unique opinions. 2.0 Before Event: 2.1 Obtain Insurance Certificate from Insurer and provide to Venue, or to site. 2.2 Pay venue rental fees 2.3 Get entry checks from tournament secretary and deposit before the event. 2.4 Prepare prize money if applicable. 3.0 At Trial: 3.1 Pay balance of site rental fees. 3.2 Pay hospitality, raffle, trial secretary, and other worker expenses as					

required.

3.3 Distribute prize money.

3.4 Pay Judges.

3.4.1 Judges usually have their expenses worked out on the last day. The treasurer will ensure that ONLY the judging fees are included when a 1099 is required. A 1099 and W-9 forms are only required from judges if their fees (not expenses) are greater than \$600.

4.0 After Trial:

4.1 Write refund checks.

4.2 Deposit late entry receipts.

4.3 Deposit un-used prize money.

4.4 Generate a P&L statement for the trial and send to the Board.

4.4.1 Club Expense Form: This form is required for anyone submitting a request for reimbursement. It should be signed by either the club president or the appropriate trial chair. It should identify the event and the expense category.