

**The Peak to Peak Pickleball Club is a 501(c)3 non-profit organization.**

**Mission:** The club promotes the sport of Pickleball in Chaffee County through recreational play, education, training, and amateur competition.



**Job Description: TREASURER**

**Term:** Elected by the general membership as a board member. Elected to the treasurer position by the board members. Board positions are 3-year terms. Officer positions are one year terms. You may stand for re-election for board positions and board offices.

**Responsibility:** P2P Finances & Business Management

**Duties:**

- Establishes appropriate banking signatures for check signing and other business transactions at banking institutions (to include banks, credit unions, PayPal, AffiniPay)
- Maintains appropriate level of cash between operational and long-term (savings) banking accounts.
- Maintains and oversees the bookkeeping of financial transactions for reporting to the Board.
- Reports bank balances, bookkeeping activity, and actual budget balances to the Board at each Board Meeting.
- Pays approved disbursement requests and invoices by Board Members.
- Oversees the annual budget preparation and prepares the report.
- Oversees or prepares the year-end financial statements.
- Maintains insurance policies
- Prepare and file IRS form 990, file periodic report with Colorado Secretary of State, file annual report on Charitable Solicitations with Colorado Secretary of State.
- Assists with the annual financial audit.
- Assists other board members with financial issues, as requested.
- Monitors financial transactions within the electronic club management system.
- When new or renewing members send check or cash, contacts the Membership Director.
- Periodically notifies members of money made through fundraising programs (post on Google Groups or put information in newsletter)
- Annually, completes the AffiniPay CPI Compliance Questionnaire (online) ***in order to maintain no-monthly-fee use of online payment system***
- Annually pays the fee for PeaktoPeakPickleball.com domain name (HostGator, due ~ 02/07 each year, automatic billing?)
- Renews Wild Apricot subscription when it comes due (2 year plan renewal, due date 10/31 - info available on WA account page) - ***Best to renew directly through the accounts page with a credit card, rather than mailing a check***
- When off-line donation information and checks are received, sends contact information to membership director, and manually sends donation thank you letter (WA email>templates