

# Treasurer

Excerpt from the club By-Laws

## “Article VII –Duties of Officers

**Treasurer:** The Treasurer shall have charge of all funds of the club and place the same in such bank or banks as may be approved by the Board of Directors. Such money shall only be withdrawn by check with two signatures required for payment of such bills as shall have been approved by the board of Directors. The Treasurer shall keep an accurate account of all his transactions and render a detailed report with vouchers at any meeting of the Board of Directors when requested and an annual report to the organization at its annual meeting. A volunteer committee of 2 to 3 Club members not of the Board of Directors will conduct a review of the Club’s financial records shortly after the Annual Meeting and following with a written report to the Board of directors for filing in Club records as well as a verbal report to the Board.”

1. Receives membership fees & dues from Secretary or Membership Chairman
2. Bills Law Enforcement Agencies for yearly Range Use Fee
3. Prepares monthly reconciliation report for Board Review
4. Pays approved bills and presents utility bills that have been paid to continue operation of the Club like the Propane heating invoice or Post Office Box fee is considered a utility bill.
5. Each year after the Annual Meeting, the checking account signers are reviewed and if needed, the Bank signature card is updated, by Board approved signers.
6. Two Bank statements are requested, one sent to Treasurer and the second to a non-signer of the account. (2018-Online read only access)
7. According to the contract with Estes Valley Recreation & Park District (EVRPD), the Treasurer pays the concessionaire fee, 10% of Gross Income, no later than March 31<sup>st</sup> of the new year. At that same time, the contractual Annual Clean up Fee for \$5,000 plus CPI (Denver-Boulder-Greeley Consumer Price Index) is to be paid to the EVRPD.
8. Copies at least 5 paid Air O Pure invoices to be presented to EVRPD to receive agreed upon payment share toward the Indoor Range port o let rental.
9. Prepares income & expense record for Annual meeting along with a proposed Annual budget for the next year.
10. Files with IRS a e-Postcard for income tax requirements of 501c(4) yearly EIN# 84-0592011 Tax exempt non-profit corporation
11. Files for Colorado Sales Tax License #15-69010-000 at renewal and Sales Tax report to Dept of Revenue. Checks the Trade Name with the Secretary of State #20081466371
12. Renews each year the registration with SAM.gov for Range Use fees from RMNP Duns # -Estes Park Gun and Archery Club/025379354/6NAC5 (Electronic Deposit)
13. Reconcile monthly Indoor Range participants to monies received considering retail of ammo sales, target & firearm rental. Report participation to Board.
14. NRA Member