

DOS RIOS YACHT CLUB
Treasurer's Job Description

Dos Rios Yacht Club is a non-profit boat cruising organization. Revenue is derived from dues and cruises.

DRYC's accounting year is the calendar year, 1/1 – 12/31.

DUES pay for Administrative costs e.g. insurance, roster printing & mailing, PICYA yearbook, annual recognition awards and associated boating dues/donations.

CRUISE income/expenses should be designed to break-even.

DUTIES

Dues – In January notify members of annual renewal dues (currently \$175 per boat for active Members and \$35 for social members).

Record receipts.

Maintain a current list of members with an accurate mailing list.

Notify roster preparer of any changes to membership and/or member information.

Prepare and distribute new membership cards.

Cruises – Deposit receipts and pay related bills. If the Treasurer is unable to attend a cruise event he/she is responsible for making arrangements for the bills to be paid either by direct payment (pre-signed checks) or reimbursement to an assigned member.

Accounting – Keep accurate financial records of all income and expenses.

Prepare a Profit and Loss Statement for each cruising event.

Prepare a current period/year-to-date financial statement for all income and expenses as required by the board (usually at each Board Meeting for the previous period).

Reporting – Report any unusual income/expenses to the Commodore/Board of Directors.

Report periodic financial statements and Cruise P&L statements to the Board of Directors as directed.

Report year-end financial statement to the general membership at the Change of Watch (January).

Auditing – In January submit all previous year's income/expense and bank statement records to the audit committee for the annual audit. Respond to the auditor and the Board of Directors regarding any audit issues.

State of California, Secretary of State – Biennially file a Statement of Information (form is mailed to the Commodore). After the Change of Watch prepare and file an updated Statement of Information (Domestic nonprofit corporation – form SI 100) with updated officer information. *Note: this can be done online.*

Tax Returns – Non-Profit Organizations are required to file a tax return (form 990/990-EZ) only if revenues exceed \$25,000 annually. If you are not required to file a tax return you must file an annual electronic notice for tax periods beginning in 2007. Check the website at www.irs.gov/eo for instructions.

Prepared by,
Phyllis Price, Treasurer

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