

# **Treasurer**

## **Officer of MN Pinto Board of Directors**

**Mission: To record all the financial information for the Association and prepare financial reports.**

Duties:

- Safekeeping of association funds and assets
- All bookkeeping functions
- Assures financial controls over all association funds are being met
- Reconcile the bank statements monthly, in a timely manner
- Reconcile each show by individual invoice to show office and stabling reports.
- Coordinate and reconcile Pinto Bucks
- Attend all Board of Directors and General Membership meetings, preparing the necessary financial reports and distributing them to the Board prior to the meetings.
- File annual 1099 forms, by annual deadline
- File annual IRS informational return by annual deadline
- Request W-9 forms from all personnel (subcontractors) – judges, show staff, clinicians, etc.
- Provide and update payment and income request forms
- Create payments at shows for show staff, judges, expenses and facilities
- Work closely with show office to deposit show proceeds immediately following the shows
- Record and manage committee budgets
- Record and manage accounts receivables
- Record and manage accounts payable
- Process and collect any NSF checks, and manage the "Cash Only" list and provide to necessary committee chairs
- Assist with invoicing for MPtHA projects as needed
- Prepare a financial report for the annual general membership meeting.
- Provide financial reports by committee, as needed (membership, logo wear, directory, etc.)
- Provide Youth Advisors with monthly youth team reports.
- Keep up-to-date on QuickBooks updates and functions
- Keep old files for 7 years, which include financials, IRS filings. Periodically archive financials to storage locker. Currently in storage locker (update this list after you archive items):