

The Treasurer shall collect and receive all moneys due or belonging to the Club and shall deposit the same in a bank approved by the Board, in the name of the Club. The Treasurer's books shall always be open to inspection of the Board and a report shall be given at every meeting of the condition of the Club's financial status and every item of receipt or payment not before reported. At the annual meeting, a certified accounting of all the Club's money received and expended during the previous fiscal year shall be presented. The Treasurer shall be bonded in such amount as the Board of Directors shall determine. The Treasurer is responsible for coordinating with the Show Chair and obtaining event insurance for all shows. The Treasurer is responsible for having an annual audit on the Club's books and for preparing the Tax Return material to be sent to the Accountant each year. The Treasurer will be responsible for reconciliation of the club's Paypal account and for transferring the funds in a timely basis to the bank accounts. They should be proficient in QuickBooks Pro as that is the accounting software that the club's financial records are kept in. The Treasurer will be present at the shows to receive all monies brought in during the weekend and to write checks for the expenditures as well.