

TREASURER

Duties and Responsibilities

- Shall be custodian of all funds of Theatre West and must account for same at all regular meetings.
- Shall keep proper ledgers and records to be made available to the membership and audit committee, for a period of seven years prior to the current year.
- Reconcile and report monthly income and expenses to the Theatre West Board and its membership
- Reconcile monthly bank account
- Attend mandatory Recreation Center officer meetings.
- Submit form CR-7 (annual financial statement) to the Recreation Manager by February 15 of the current year.
- Submit form CR-15 to the Recreation Manager, with the assistance of the Membership Committee Chair and reviewed by the board president, by February 15th of the current year.
- Complete and submit 1099 forms and 990 forms to the IRS annually.
- Maintain financial records for seven (7) years
- Act as signatory on bank and credit card accounts.
- NO contracts are allowed to be signed for more than 1 (one) year.