

LAKES WEST WOMEN'S GOLF ASSOCIATION

Policies and Procedures

5) TREASURER

Duties of the treasurer as outlined in the Sun City Women's Golf Association Division Bylaws are as follows:

1. Be custodian of the division's funds and pay all bills.
2. Collect all money. Keep an accurate record of receipts, and pay bills promptly. Provide periodic reports to appropriate members, i.e., chairpersons, regarding money collected.
3. Give a comprehensive report at each board and business meeting of the association.
4. Close the books no later than 15 days after the close of the calendar year and submit them to the Auditing Committee.
5. Submit a written report, properly audited, to the incoming president for board approval.
6. Preserve all financial records for a period of six years prior to the current year.

Although there may be a number of methods of keeping financial records which will satisfy the above requirements, the following is a procedure that has evolved over the past number of years which has worked well within the Lakes West Division.

General Fund – Funds collected and paid out for administrative activities of the organization, e.g. office and miscellaneous expenses and all funds not otherwise categorized.

AGA - Funds set aside for payment of fees to the Arizona Golf Association for maintenance of handicaps. No dues payments will be refunded after two weeks from the time of application for membership. Funds sent to AGA can never be refunded.

Tournaments - funds collected and paid out for prizes and expenses of the spring and fall tournaments. (The cost of the trophy and plaque for winners of the spring tournament will be charged to the Administration fund or the General fund.)

Social - funds collected and paid out for scheduled social activities of the organization, e.g., luncheons.

Hole-in-One - funds collected and paid out to those who score a hole-in-one during a league event. The Hole-in-One Chair will request a \$50 check be issued within 30-days of the event and given to the recipient.

Sunday Mixers - funds collected and paid out for participation in the Sunday mixers and expenses thereof.

Central District - funds collected to defray the expenses of the organization's representative to the Central District, AGA.

Medallion - funds collected to defray expenses of two winners representing the organization in the State Medallion Tournament.

The primary source of funds is the dues assessed each member. Current fees and their allocation are listed in the following table:

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	Dues Paid Before Nov 15	Dues Paid Between Nov 16 & Jun 30	Dues Paid between Jul 1 & Sept 30	Dues Paid between Oct 1 & Dec 31
AGA	\$40.00 (Credit Card) * \$ 45.00 (Check)	\$ 40.00 (Credit Card) \$ 45.00 Check)	\$ 25.00	\$ -
General/Admin	\$ 4.50	\$ 8.50	\$ 8.50	\$ 4.25
Club Tournament	\$ 11.50	\$ 11.50	\$ 11.50	\$ 5.75
Social	\$ 2.00	\$ 2.00	\$ 2.00	\$ 1.50
Hole-in-One	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00
State Medallion	\$ 6.00	\$ 2.00	\$ 2.00	\$ -
Total	\$ 65/\$70	\$ 65/\$70	\$ 50.00	\$ 12.50

Membership dues are \$65/\$70 annually (Jan 1st through Dec. 31st) and include:
Club Championship and Eclectic Tournaments, Hole-in-one Awards, Tuesday League Play and annual AGA Membership.

To assure that a member's name and/or any changes/corrections appear in the Membership book ~~and to receive the \$5.00 discount from AGA,~~ dues MUST be received by Nov. 15th.

Dues paid after July 1st (of the same year) are \$50.00 and dues paid after October 1st (of the same year) are \$12.50.

Additional Options:

Central District \$13.00
Sunday Mixer \$ 3.00 (Jan. thru Apr. plus Dec.)
Associate Mixer Member \$12.00 (must be a member of another Sun City league).

These funds are held by the Treasurer until needed by the chairperson for each committee.

Members of other clubs may become an Associate Member to participate in Sunday Mixers and are charged annual dues of \$9.00 plus \$3.00 for mixers.

As expenses are incurred and bills are paid, appropriate receipts should be collected, annotated and retained for the records. A receipt is required before any bill is paid.

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Financial Reports. Periodic financial statements should be prepared which reflect receipts, disbursements, account balances and bank balances of the organization. An updated report should be prepared prior to every board or membership meeting of the organization.

Bank Accounts:

The organization maintains a checking account, currently at **Western Bank**, Sun City. At the beginning of her term of office, the treasurer and president, accompanied by either the outgoing treasurer or president, will meet at the bank to change authorized signers on the account. A copy of the December minutes reflecting newly elected officers needs to be provided to the bank. If a new treasurer is appointed, she will need to provide the current ATM card so that bank can destroy and issue a new one. All new individuals being authorized on the account will need to provide their driver's license and social security number to the bank. An online bank statement is received monthly and should be reconciled with organization records each month.

Bank Deposits. A separate, detailed record of every bank deposit should be maintained which shows the date, source and purpose of each item in the deposit and the date deposited. The total deposit should then be reconciled with the monthly bank statement.

In the event of a bank charge for a Not Sufficient Funds (NSF) check, the member responsible will be expected to reimburse the club for the charge.

Other Records. Records should be maintained listing every member of the organization, when her dues were paid and when her handicap fees were paid to AGA. Records should also be maintained showing members of the organization, including associate members, who participate in and have paid dues for Sunday mixers and for Central District.

(Reviewed 1/24)