

## DUTIES OF THE TREASURER

**Created: May 15, 2012**

**Revised: June 10, 2017**

- Routine Tasks
  - Receive money from ticket seller, dues from members, donations, and miscellaneous fund raisers, and deposit in SLCT checking account.
  - Balance checking and savings accounts each month.
  - Receive and pay bills in a timely manner.
  - Maintain all data electronically, such as in Quickbooks.
  - Report current balances to the Board of Directors and General Membership at meetings and post electronically.
- Show Tasks
  - At the request of Directors, establish the license to perform plays and order the scripts.
  - Hold contract and pay royalties when due.
  - Complete a financial report after each play and distribute to Board members and post electronically.
- Special Tasks
  - Maintain a list of donors and their category to be given to the person designing programs.
  - Update information with the Arizona Corporation Commission and pay their fee annually, if applicable.
  - File the required IRS form annually.
  - Submit the books and accounts for audit when so requested by the Board of Directors.
- Membership Tasks
  - Collect new member applications and all member dues
  - Send new member information and dues information to the webmaster for input into the membership database.