

**SUNLAND SPRINGS VILLAGE COUPLES GOLF  
BOARD OF DIRECTORS  
Treasurer Couple Job Description  
March 2018**

1) The Treasurer Couple attends Board meetings and contributes to the policy development and decision making process.

2) Designate three persons to be authorized to sign checks. Normally those authorized to sign checks would include one from the Treasurer Couple, one from the President Couple and a person who is here most of the summer. New people being authorized to sign checks will need to present ID and the minutes from the annual meeting showing the change of officers. Those designated to obtain signing authority must be accompanied by the Past Treasurer.

Couples Golf bank is US Bank located at 9101 E. Baseline Rd., Mesa, Az. (inside Safeway). It is crucial that Couples Golf remain at US Bank as we are grandfathered as tax exempt. If we changed banks, Couples Golf would have to get a tax ID Number and be required to file tax returns.

3) Deposit all money collected in to the Couples Golf account at US Bank

4) Receive money after each Friday's social from the Vice President Couple for deposit.

5) Sell 50/50 tickets and manage the 50/50 draw at each Friday's social. Purchase and keep a supply of tickets.

6) Collect and document annual dues payments. Provide receipts to members.

7) Write checks to pay all authorized and documented expenses. Receipts are required prior to payment.

8) Maintain records of all financial transactions.

9) Prepare monthly Financial Statements and present a financial report at each monthly Board meeting. Prepare budget projections for the Board as needed.

10) Pay "Hole in One" winners. \$75 during the summer period (May 1 to October 31) and \$150 to during the winter period (November 1 to April 30).

11) Maintain custody of all Treasurer Couple information received from previous administrations. Pass these records, including the current Board's additions, to the incoming Treasurer Couple. Couples Golf has a \$150 deposit with the HOA.

12) Perform such other duties, as agreed to with the President Couple.