



## USA WORKING EQUITATION

### Policies and Procedures



## SECTION 3. OFFICER AND DIRECTOR RESPONSIBILITIES

### 3.5 Treasurer

- a. Manages the organization's funds:
  - (1) Reviews/codes/enters transactions downloaded from PayPal to QuickBooks or oversees this work if contracted to an outside bookkeeper.
  - (2) Manually enters transactions from bank accounts or other transactions not automatically downloaded or oversees this work if contracted to an outside bookkeeper.
  - (3) Works with Secretary and committee chairs to ensure invoicing is categorized appropriately for Treasurer's QuickBooks accounting.
  - (4) Works with and provides guidance to committees/groups on establishing procedures for the annual budget any new financial transactions.
  - (5) Works with income-producing committees such as the Affiliate Organizations (AOs), Membership, Horse Recording, Licensed Officials, and Coaches Network to ensure receipt of income overseen by each committee.
  - (6) Oversees and coordinates with the AO Chair the allocation and distribution of Member Designated Funds (MDF) according to the ballots each year.
  - (7) Provides guidance on appropriate account balances and use of funds (restricted donations, grants, scholarships, etc.).
- b. Maintains accurate financial records:
  - (1) Reconciles all bank account and PayPal accounts monthly or oversees this work if contracted out to an outside bookkeeper.
  - (2) Reviews all revenues and expenses to ensure proper coding by General Ledger (GL) Account and Class in QuickBooks.
  - (3) Prepares reconciliation and financial reports to be uploaded to the USAWE Google Drive prior to Board meetings. This includes a monthly summary of the activity in a one-page (approximately) document.
  - (4) Provides specific reports as necessary for the Financial Oversight Committee (FOC) or other committees.
  - (5) Prepares budget entries and reviews to submit to the board at requested time intervals.
- c. Provides financial reports at Board meetings and the annual General Members meetings:
  - (1) Profit & Loss Statement Comparison (shows Monthly Activity and YTD Activity in total).
  - (2) Profit and Loss Statement by Class (refines the information into groupings such as Membership, Admin, Clinics etc.).
  - (3) Balance Sheet and/or Balance Sheet with change from the prior period.
- d. Provides information for filing required state and federal reports.
  - (1) Prepare the year end information to submit to the CPA for filing the Annual IRS 990 form. Work with CPA to ensure compliance with new regulations.
  - (2) Prepare and file the yearly 1099 reports to the IRS.



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- e. Serves on the Executive Committee to manage the organization's day-to-day business between Board meetings.
- f. Serves on the Appeals Committee for appeals of an Ethics Committee determination.
- g. Takes the lead in preparing an annual budget with the President, President Elect, and Secretary. Reviews/finalizes the annual budget with the Executive Committee, Board of Directors, and committee chairs.
- h. Participates in all Regular Full Board and Executive Committee meetings to review and approve/reject projects, policies, and business matters.
- i. Participates in Committee Working Session meetings and provides guidance on setting up GL accounts, payment methods, and use of funds.
- j. Participates in Strategic Planning sessions with the Executive Committee, Regional Directors, and committee chairs.
- k. Serves by annual appointment with an annual review.