



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 into QuickBooks or oversees this work if contracted to an outside bookkeeper.
 - (2) Manually enter transactions not automatically downloaded into QuickBooks or oversee this work if contracted to an outside bookkeeper.
 - (3) Works with the Board of Directors, Treasurer Assistant, Secretary, Clerical Assistant, and committee chairs to ensure invoicing is categorized appropriately for QuickBooks accounting.
 - (4) Works with and provides guidance to committees/groups on establishing procedures for the management of any new financial transactions.
 - (5) Works with committees within USAWE (e.g., Affiliate Organizations, Awards, Elections, Membership, Horse Recording, International, Licensed Officials, Professional Development, etc.) to ensure accurate and timely receipt and documentation of income, expenditures, and reimbursements.
 - (6) Oversees 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 financial 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 before 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.



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- d. Provides information for filing required state and federal reports.
 - (1) Prepares 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) Prepares and files the yearly 1099 reports to the IRS.
- 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, Secretary, and committee chairs. Reviews/finalizes the annual budget with the Board of Directors and committee chairs.
- h. Participates in all Board and Executive Session meetings.
- i. Participates in Committee Working Session meetings and provides guidance on setting up general ledger accounts, payment methods, and use of funds.
- j. Participates in Strategic Planning sessions with the Executive Committee, Regional Directors, and committee chairs.
- k. [The Treasurer is appointed by the Board of Directors](#), with an annual review each November. Annual appointment term is December 1st through November 30th.