

TREASURER

Rancho Las Palmas Ladies Golf Club



RESPONSIBILITIES

Responsibilities

1. Keep books for the Ladies Club.
2. Write checks, balance checkbook, update budget and balance sheets.
3. Distribute Financial documents at General Meetings and provide to the Website Coordinator to post on the Ladies Club website.

Target Dates and Activities:

April: meet with President to review next season's budget.

September-April: prepare reports and be available to get cash payout for tournaments and events.

March-April: End-of-year Report and meet with President to create New Budget Proposal.