

FISCAL POLICIES/TREASURER DUTIES

Financial Records

The financial records of the Club shall be open and available for inspection at any time by the Board or any member upon reasonable notice as defined by the Board at a time and location acceptable by the current treasurer.

The Club will maintain all required activity – applications, approvals, revenue, expenses, and net income statements and other documentation in an organized fashion and for a set time period. Applications will be held indefinitely. Financial records shall be retained in accordance with IRS guidelines. These records shall be maintained electronically and in an accessible but read-only – non-edit access - location, available to all current club officers.

Disbursement of Club Funds

No disbursement shall be made from the ATFTC Treasury, without the submission of bills, receipts or memoranda to justify the expenses.

- Expense reimbursement requirements. A receipt, contract, or invoice is required for reimbursement
- Receipts, invoices, bills or memoranda will be attached to the associated period financial statement for permanent record
- All contracts and agreements must be in writing. All activity-related contracts over a certain amount greater than \$100 for club related items must be in writing and not verbally understood. This includes but is not limited to facility, equipment, judging fees, Meet The Breed support and rental fees.
- Checks are the preferred form of payment for amounts the club owes. If a payment must be paid using PayPal, no payments will be made via PayPal utilizing Friends and Family, all transactions will be made at the commercial vendor rate which includes PayPal Fees.

Duties of the Treasurer

It shall be the duty of the Treasurer to:

- collect and receive all moneys due or belonging to the Club or Committees, to provide the accountability required in the Constitution and Bylaws;
- deposit all moneys in a timely manner in a bank approved by the Board, in the name of the Club;
- follow up on any checks outstanding for more than 90 days.
- deposit all cash receipts timely into a business bank account and not into a personal account.
- submit to the Board a monthly report of the Club's finances;
- maintain adequate financial records and controls in accordance with all applicable statutory requirements;

FISCAL POLICIES/TREASURER DUTIES

- make financial records available as required by these Standing Rules;
- report to the Board at every meeting the condition of the Club's finances and every item of receipt or payment not before reported;
- prepare financial report reflecting the previous fiscal year for publication in the first Newsletter of the following year and at the Annual Meeting;
- send dues notices and ensure that a notice is included in the fall quarterly Newsletter;
 - Dues notices will show the amount plus fee if a member is paying via PayPal
- send out late dues notices via email not later than February 15th of each year;
- ensure that no check shall exceed \$500 unless previously approved by the Board,
- make no payments except for those generated to cover newsletter expenses, pre-approved Regional or National Specialty expenses, printing and mailing expenses, or any other expenses reasonably to be expected in the normal performance of Club functions unless previously approved by the Board;
- invoices over \$100 must be reviewed and approved by another officer whether or not the expenditure is approved by the Board prior to payment whether via credit, online or preparing and/or signing the checks.
- collect annual dues from each member;
- ensure payment of ongoing expenses, including, but not limited to:
 - annual incorporation fee;
 - annual insurance premium(s);
- prepare and submit quarterly financial statements for inclusion in the quarterly FoxTales Newsletters (monthly reports for the three months are sufficient);
- handle all financial transactions associated with the annual National Specialty and any Regional Specialties, and work with the Specialty Show Chairpersons to develop the Specialty Financial Reports;
- submit annually all necessary financial document to the Club's Accountant for preparation of the clubs annual IRS tax returns no later than February 15 each year.
- all payments received via PayPal will be deposited automatically twice monthly on the 15th and 28th of each month.
- ensure all payments received via PayPal, that the payee will be responsible for the PayPal fee and their payments are 'plussed up' to cover the fees, and,
- submit to an annual audit of Club financial records within a reasonable time after the close of the calendar year in accordance with the ByLaws.