

Treasurer

- Weekly –
 - April to November pay invoices for Concession Stand
 - Vendors can include, but are not limited to:
 - Schnecks
 - DeHaven Berkeley Spring
 - Costco
 - Valley Country Hams and More
 - April to June and September to October – pay umpires weekly, umpires should have a signed Subcontract Agreement on file.
- Monthly
 - Pay Verizon Account for Phone at Park
 - Pay Johnny Blue – from mid-April until the end of October units will be at 4 facilities placed at schools as decided by the Board.
 - Balance the check register
 - Reconcile Travel Card
 - Create a financial statement once the check register is balanced – present this to the BOD at the 1st Board Meeting after the Bank Reconciliation is complete.
- Yearly – Fiscal year is from October 1st to September 31st.
 - June – make sure Personal Property Taxes are paid to Frederick County
 - October –
 - Once Septembers bank statement is reconciled with the check register take all records and files to CPA so that he can prepare the taxes.
 - Renewal for PO Box
 - November 1st
 - Create a Budget for the 2013 spring season.
 - December –
 - Make sure Personal Property Taxes are paid to Frederick County
 - Renew Business License in Frederick County, VA
 - Renew Virginia Tax Exempt Status
 - January –
 - Spring Registration begins, Direct Deposits of Registration Fees will begin showing on Bank Statements
 - Charter Fees and Insurance payment is due to Little League International

- Registrations – Spring and Fall
 - Reconcile Direct Deposits from JEVIN from Bank Statements and JEVIN statements.
 - Monies received from mail and live registration:
 - Post payments into JEVIN
 - Deposit payments into Bank Account
- Uniforms, Supplies and Equipment –
 - League Direct invoices will be mailed **and** emailed to fcalltreasurer@gmail.com
 - American Screen printing will email invoices
 - Executive Protection System, LLC (E.P.S.) will create a work order based on Safety Officer's request. Write check and send to E.P.S.; then the order will be placed.
 - Travel Card – Used for a variety of different things. This is a 'prepaid' credit card, money will need to be transferred out of the checking account and put on this card. Only \$3,000 at a time can be transferred on to the card and a \$2.95 transfer fee will be applied.
 - Purchasing Ink for printers
 - Purchasing Patches from Little League International for Spring Season
 - Paying for the End of Season Party – pavilion and pool rentals, pizza and drinks
 - Paying All Star Fees to Little League International
- Participate in assisting with Live Registrations for Spring and Fall Seasons
- Participate in Park Duty when the season begins
- Help out in the Concession Stand from March 15th to October 31st
- Carries out such duties and assignments as may be delegated by the President
- Carries out such duties as assigned by the Board of Directors