

Treasurer Roles and Responsibilities – REVISED 04-16-2024

- 1-Prepare annual budget, review with BoDs, and modify until approved.
- 2-Assure proper people are monitoring and controlling spending to the budget.
- 3-Mail annual dues invoices and track payments until all shareholders have paid. Reconcile all issues.
- 4-Pursue permits required for projects.
- 5-Prepare and present Prior Year performance and Current Year budget at annual meeting of shareholders.
- 6-Review, analyze and support proposed projects for the marina.
- 7-Review all expenditures, assure they are pre-approved, assure they are within the budget, then approve for payment. Pursue all invoices that are out of line with any of the above. Refuse payments as necessary.
- 8-Transfer funds between reserve savings, capital improvement and checking accounts as required.
- 9-Look for investment opportunities for capital improvement fund.
- 10-Maintain close relationship with the accounting office to assure expenditures are properly booked to the appropriate account.
- 11-Answer questions from accounting office relative to budget, government reports and board reports.
- 12-Make recommendations to the board relative to salaries and hourly labor rates.
- 13-Review quarterly audit reports and annual tax submission before approving.
- 14-Review and approve Workers Compensation Insurance premiums. Provide challenges where appropriate.
- 15-Review and approve Unemployment Insurance submissions. Provide challenges where appropriate.
- 16-Review monthly summaries of checkbook register, budget accounts and bank balances. Assemble a simplified summary Treasurer's report for review at the monthly board meeting. Answer questions relative to spending and account balances.
- 17-Search for and apply for government grants that could benefit the marina.
- 18-Apply for rebates on purchases as opportunities arise.
- 19-Review hours and mileage requests from Harbormaster. Approve as appropriate.
- 20-Investigate missing invoices and late invoices prior to any payments.
- 21-Review all direct bill expenditures for appropriateness and payment.
- 22-Develop cost saving ideas and pursue projects to achieve them.
- 23-Negotiate larger contracts, like insurance, for more favorable terms.
- 24-Work with Harbormaster and other Board members on evaluating ideas for reduced cost or improved revenue.
- 25-Investigate lower costs for maintenance and operations materials.