



TREASURER DUTIES

ALL YEAR:

- Attend Wilshire Farms Swim Team board meetings
- Assist with planning and policy setting
- Write checks for equipment and supplies as needed
- Balance check book

JAN:

- Prepare budget for upcoming season and present for board approval
- Determine next year's fees to be charged based on proposed budget, work with management committee for approval
- Take a swim cap inventory and estimate number of caps to be ordered for the coming season

FEB-APR:

- Attend Parent Information Night
- Collect membership fees
- Hold checks until April in case anyone changes their mind

APRIL:

- Attend the Open House
- Sell swim caps at Open House
- Ask communications manager to send reminders to people that are registered, but have not paid
- Deposit checks

MAY:

- Submit insurance payment to SSA
- Sell swim caps as needed

JUN-JUL:

- Pay lifeguards at meets
- Pay coaches every 2 weeks
- Work with Awards Committee to purchase year end award trophies