**Treasurer**

**Bowman Woods Swim & Racquet Club**

**Board Position Responsibilities**

**Revised 2013**

\*Oversee all financial aspects of the club.

\*The following is a monthly breakdown of things that you will encounter during the year. This is not a complete list! Look through QuickBooks to see what was paid when.

Mehar Accounting Services

1450 Boyson Road  
Hiawatha, IA 52233

|  |
| --- |
| (319) 298-2898 |
| (319) 270-2898  \* Provides Bookkeeping and Tax Services and compiles Financial Statements |

**January:**

(Throughout)

- Pay bills as required

- Mail W2 forms for last year’s employees

- Mail state filing of W3 form for previous year

- Fill out and mail Tax 941 for previous year

- Fill out and mail Tax 940 for previous year

- Fill out and mail State Withholding tax form for 4th quarter even though no one was paid

- Fill out and mail State Withholding tax for previous year

- Fill out and mail Job Service of Iowa form for 4th quarter of previous year

- Fill out and mail Job Service of Iowa form for previous year

- Fill out and mail Sales Tax form for 4th quarter of previous year

- Fill out and mail Sales Tax form for previous year

**February:**

(Throughout)

- Pay bills as required

- Fill out and mail Form 990 tax form for previous fiscal year

**March:**

(Throughout)

- Receive and deposit checks for membership dues

- Pay bills as required

- Order W4 forms from the federal government by 31st

- Pay one-half year property taxes

**April:**

(Throughout)

- Pay bills as required

- Receive and deposit checks for membership dues

- Fill out and mail Job Service of Iowa form for 1st quarter

- Fill out and mail State Withholding tax form for 1st quarter even through no one was paid

- Fill out and mail Job Service of Iowa form for 1st quarter even though no one was paid

- Fill out and mail Iowa sales tax form with payment for 1st quarter

- Prepare and send out notification to members that have not paid their dues that their membership dues will be forfeited on May 15th (see sample letters in file box)

**May:**

(Throughout)

- Pay bills as required

- Receive and deposit checks for membership dues

- Deposit receipts from Registration Days (On-Line Registration – PayPal)

- Get payroll forms copied (W4)

- Get pool rental forms copied

- Get babysitter forms copied

- Get start-up cash for concession ($30 - $50)

- Make sure that all employee contracts have been signed. They must have a copy of the signed contract to make it legal

- Make sure all employees have filled out their W4 forms. The state W4 forms have to be filed within 10 days of the employee stating work. No employee should start work without filling out these forms. This is state law.

- Work with Mehar to reconcile monthly bookkeeping

**June:**

(Throughout)

- Pay bills as required

- Receive and deposit checks for membership, concessions, pool rentals and activities (Swim and Tennis)

- Work with Mehar to reconcile monthly bookkeeping (QuickBooks)

- Support employee payroll – provided by Mehar

- Provide a financial overview against annual budget at monthly board meeting

**July:**

(Throughout)

- Pay bills as required

- Receive and deposit checks for concessions, pool rentals and activities (Swim and Tennis)

- Work with Mehar to reconcile monthly bookkeeping (QuickBooks)

- Support employee payroll – provided by Mehar

- Fill out and mail Job Service of Iowa form for 2nd quarter

- Fill out and mail State Withholding tax form for 2nd quarter

- Fill out and mail Job Service of Iowa form for 2nd quarter

- Fill out and mail Iowa sales tax form with payment for 2nd quarter

- Provide a financial overview against annual budget at monthly board meeting

**August:**

(Throughout)

- Pay bills as required

- Receive and deposit checks for concessions, pool rentals and activities (Swim and Tennis)

- Work with Mehar to reconcile monthly bookkeeping (QuickBooks)

- Support employee payroll – provided by Mehar

- Provide a financial overview against annual budget at monthly board meeting

**September:**

(Throughout)

- Pay bills as required

- Receive and deposit checks for concessions, pool rentals and activities (Swim and Tennis)

- Work with Mehar to reconcile monthly bookkeeping (QuickBooks)

- Support employee payroll – provided by Mehar

- Provide a financial overview against annual budget at monthly board meeting

**October:**

(Throughout)

- Pay bills as required

- Fill out and mail Job Service of Iowa form for 3rd quarter

- Fill out and mail State Withholding tax form for 3rd quarter

- Fill out and mail Job Service of Iowa form for 3rd quarter

- Fill out and mail Iowa sales tax form with payment for 3rd quarter

**November and December:**

(Throughout)

- Pay bills as required