

## Cal Club Autocross Treasurer

Term: 1 Year

### Responsibilities:

- Prepare monthly after-event report (15 min)
- Count, balance, and deposit cash from events (30 min)
- Audit event for correct pricing, issue refunds for those not attending Sunday (1 hour)
- File audit online for SCCA sanctions (5 min)
- Process Weekend Memberships on MSR (2 clicks)
- Pay SCCA region invoices for insurance and weekend memberships (5 min)
- Setup auto-pay to site owners for all events, including deposits (15min)
- Setup contracts with trash and toilet vendors (1 hour)
- Input or import transactions into Quickbooks and maintain club books
- Provide feedback on fiscal issues related to the club
- Reimburse in a timely manner any authorized club expenses a member has made (5 min)
- Maintain discount codes in MSR
- File for reimbursement for any National events we hold

Time commitment the rest of the month: Light, with the exception of Year-End book balancing

Time commitment preparing for event: Light

Time commitment during event: Light

Time commitment after event: Light

This role is more than just “Club Bookkeeper.” A Treasurer should help guide the fiscal aspects of the club while working closely with the club leadership to safeguard and advance our finances.