

Mountain Hi Swim League  
Treasurer Responsibilities  
3 - point addition for team

- Attend all Executive Board and Parent Rep. meetings throughout the year
- Prepare and file 990EZ IRS tax return by Dec. 15<sup>th</sup>.
- Prepare final budget for review at the October Executive Board meeting.
- Prepare new budget for review at the November Executive Board meeting.
- Collect team fees.
- Make deposits.
- Pay league bills.
- Reconcile bank statements.
- Prepare cash receipts and disbursements schedules.
- Prepare a treasurer's report and present at each Parent Rep. meeting.