



Michigan State Youth Soccer Association

MSYSA Treasurer Job Description

The Treasurer shall:

1. Be custodian of all funds;
2. Be a member of the budget-finance committee and provide information to assist the committee in preparing a budget;
3. Be an ex-officio member of the Michigan State Youth Soccer Association Foundation (MSYSAF);
4. Direct the keeping of full and accurate accounts of receipts and disbursements;
5. Ensure all funds are deposited in a financial institution approved by the board of directors;
6. Oversee the preparation of financial statements on a monthly basis and send them to all member organizations;
7. At quarterly delegate meetings, present a complete financial report including receipts and disbursements by budget categories and the current balance of all MSYSA accounts;
8. At the AGM, submit an audited annual financial report, compiled by an independent auditor;
9. Provide the MSYSA with a bond in the amount and with such sureties as are satisfactory to the board of directors;
10. Be responsible for the preparation of forms relative to the MSYSA non-profit status and all federal and state tax returns;
11. Require two original signatures on all checks;
12. Provide the secretary general of the USSF with an annual report regarding MSYSA activities including the most current financial report no later than ninety (90) days following the beginning of the fiscal year;
13. Perform the duties of the office as set down in the bylaws, the standing rules of MSYSA, the financial policy and procedures manual, the current edition of *Robert's Rules of Order Newly Revised*, and as assigned by the board of directors.