



Treasurer Position Description



Treasurer

- Reports directly to the President
- Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- Receive all moneys and securities, and deposit same in a depository approved by the Board of Directors.
- Keep records for the receipt and disbursement of all moneys and securities of the local league, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors.
- Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- Prepare, file and report annual State & Income Tax reporting documents
- Prepare and report monthly financial statement to the Board of Directors.
- Prepare an annual report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League Headquarters.