

Juneau Yacht Club Treasurers Calendar/Duties

January

1. Dues are for New Year are due. Recurring invoices should run on January 1 for most members (see November)--these go directly to members email. There are three members that don't have emails.
 - A. If members pay on QB invoice, money will post directly to invoice. Treasurer needs to edit customer info and put in 201XX Members in sub category
 - B. If members pay by cash, check, credit card or paypal, the money needs to be posted in QB as a receive payment and customer info needs to be edited
2. Key Bank changes
 - C. If there are any changes to signers on account, change needs to be made. Resolution by Board and letter to Key baNk (copy in Keybank file)
3. Financial statements need to be reviewed and sent to andy meiners so he can prepare taxes
 - D. 1099 can be prepared by Andy for Rental Agent and janitor. Transaction list needs to be sent off quickbooks to Andy.
4. Member name tags and membership cards (best to copy last year's email and update to insure correct info)
 - E. Right at yearend pull a list from QB of member names. Send to Ak Litho to order Lifetime Name Tags and Membership cards, Regular Name Tags and Membership cards and blank and blank name tags and membership cards
 - F. Seattle fisheries needs to be called before yearend to obtain new code for back of membership card
 - G. Ak Litho will send back proof and print once okayed.
 - H. These name tags and membership cards should be ready for first meeting so very important to get to Ak Litho last day of year or first or second of new year.
5. Personal property form from City needs to be filled out every two years. Copies in file.
6. Prepare budget for Board planning Session
7. Complete Fourth Quarter sales tax before January 31
8. Collect dues and handle January dinner money

February

1. Balance January
2. Make sure Andy has prepared and sent or given to us to send taxes for prior year (State and Federal)
3. Handle February dinner money
4. Mail out paid membership cards to those who haven't attended a meeting

March

1. Balance February
2. Delete unpaid invoices for dues and also the recurring if there is one
3. Handle April dinner money
4. Complete Sales Tax first quarter form

April

1. Balance March
2. Delete unpaid invoices for dues and also the recurring if there is one
3. Handle April dinner money
4. Complete Sales Tax first quarter form

May

1. Balance April
2. Handle May dinner money

June

1. Balance May

July

1. Balance June
2. Complete Sales Tax second quarter form

August

1. Balance July

September

1. Balance August
2. Handle September dinner money
3. Pay CBJ property tax

October

1. Balance September
2. Complete Sales Tax third quarter form
3. Handle October dinner money

November

1. Balance November
2. Handle November dinner money

December

1. Balance November
2. Handle December dinner money
3. See January above and prepare for new membership name tags and membership cards
4. Yearly insurance payment due in December
5. Renew Business License for upcoming year with State of Alaska (form will be mailed to club)

MONTHLY DUTIES

1. Check mail at least weekly and deposit checks immediately
2. Paypal, check weekly and transfer money to Key Bank and post deposits to QB
3. Square, check weekly and post deposits to QB
4. Pay bills timely within current money if possible, especially rental agent and janitor, post checks to QB
5. Work with rental agent to return damage deposits. If done by check, post check to QB, if done by Square, also needs to be posted to QB
6. Keep rental file with rentals to verify Rental Agent bill and be sure all deposits have been returned
7. Prepare financial statements for Board meeting. These should include Balance Sheet, Profit/Loss and Transaction list. Email from QB
8. Order burgees and tokens if needed
9. New members need a welcome letter prepared by Treasurer, signed by Commodore, name tag and membership card, Hailer, and need to be added to Mailchimp and QB

Balancing tips

1. Print off transaction list for month and bank statement
2. Verify all deposits match
3. Verify checks match
4. Post journal entries or expense for recurring entries
5. Post journal entry for quartermaster expenses
6. Post journal entry or expense for paypal/square fees
7. Balance to bank
8. Verify Prepaid Damage deposits are correct
9. Review Balance Sheet and P/L to make sure they look correct
10. Send to Board

11. Maintain file with all backup per month with BS and PL with each month