



WINNIPESAUKEE H.O.G #2529

## **TREASURER RESPONSIBILITIES**

- **Reports to Chapter Manager and Winnepesaukee H.O.G. #2529 Director**
- **Collects Winnepesaukee H.O.G. #2529 dues. (NO more than \$24.00 per member per year)**
- **Manages all chapter funds**
- **Works with Chapter Manager and Secretary in preparation of all Federal Taxes and tax returns if required.**
- **Reports financial transactions to Chapter Manager and Director prior to monthly meeting via email the night prior to meeting.**
- **Reports financial transaction to members monthly at chapter meeting.**
- **Submits the annual financial statement to Sponsoring Dealership GM, Chapter Manager and Chapter Director prior to submitting to H.O.G (By January 28<sup>th</sup>.)**
- **Ensures that any charitable contributions are managed according to H.O.G as well as State and City guidelines.**
- **Maintains a running comparison of current year chapter finances with prior year chapter finances for presentation at the Annual meeting. (Prior to January 28<sup>th</sup>)**
- **Scan into computer any legal documents submitted and insure that Director and Chapter Manager both get a copy emailed to them.**
- **Ensures that all chapter documents are backed up on a thumb drive regularly to prevent loss of documents.**

*And any other requests from Chapter Manager and Sponsoring Dealer General Manager*

*RIDE SAFE RIDE OFTEN AND LEAD BY EXAMPLE.*