

TREASURER'S DUTIES

- ❖ Handles all Financial Activities of the Club
- ❖ Paying for all the bills for the shows
- ❖ Get Petty Cash for each show
- ❖ Secure all the office supplies needed by the show secretary prior to the show (get list of what is needed from the show secretary)
- ❖ After each show process all the tab sheets and break them down into the individual items to calculate what is coming in:
 - Day Fees
 - Weekend Fees
 - Office Fees
 - Membership Fees
 - Nominations
 - Stalls
 - Camping
 - Shavings
 - Jump Out Fees
 - Any Miscellaneous fees
- ❖ It is important to reconcile all the tab sheets within a week or two at the maximum so we know how many stalls we need to pay the fairgrounds and the WI Foundation Quarter Horse for as well as how many shavings and nights of camping we need to pay for. We do not pay the number stalls or camping that are turned in by the Fairgrounds employees as they don't always agree with ours. The fairpark office will adjust their total to match ours.
- ❖ Prepare a spreadsheet for income and expenses for each show so the club is aware of our income and losses
- ❖ Prepare monthly income statements/spreadsheets and make sure the binder is at the show with the reports for anyone to review
- ❖ Control the expenses of the club/shows in order to maximize the profit or minimize the loss
- ❖ Have yearly income taxes filed for the club. This must be done by May 15th.
- ❖ Send Semi-annual and Annual financial report to IBHA
- ❖ Fill out Non-Stock report and pay the fee to the State of Wisconsin
- ❖ Fill out the Charter Renewal form and pay the fee to IBHA by the deadline in November
- ❖ Get estimates from Insurance companies and secure the insurance. Events need to include the Midwest & MN Horse Fairs, all shows and the banquet.

TREASURER'S DUTIES (continued)

- ❖ Keep track of winning auction bids at the annual banquet and collect the money.
- ❖ Turn in Yearly books, checkbook ledger and receipts to the UMBHA President for the Yearly Audit
- ❖ Work with the UMBHA board to set the budget for Year End Awards and confer with the Awards Committee on amount allowed to spend
- ❖ Deal with all NSF Checks

TIMELINE:

January or February:

- ❖ Get taxes completed for the club. The due date for the IRS is May 15. Keep copy of completion certificate in Treasurer's binder.
- ❖ Send Year end UMBHA financials to IBHA
- ❖ Start getting insurance estimates for the coming show season. This should include all three shows, banquet and horse fairs.

March

- ❖ Send in payment and form for the IBHA World Show Class Sponsorship (Mini Mare Halter in memory of Eugene Zimmermann)

June, July & August:

- ❖ After June 30 – send bi-annual financial report to IBHA
- ❖ Prior to each show:
 - Get Petty cash from bank (\$200 – split into increments of: \$50 in tens, \$100 in fives & \$50 in singles)
 - Secure all office supplies needed by the show secretary prior to the show
 - Make sure all payments for judges and workers are written out prior to the show
 - Stay until the end of each show to get all tab sheet and cash box from the show secretary
- ❖ After Each show:
 - Process each tab sheet and break them into the categories listed above (or what is on the tab sheets) to show what is brought into the club
 - Prepare an income statement for each shows and forward it to the board
 - Deal with any NSF check that comes in from the show fees. Violators can either repay on the next show's tab, but won't be allowed to show again until the fee is paid. Should pay in either money order or cash

November:

- ❖ Fill out the Non-Stock report with the state of Wisconsin and pay the fee
- ❖ Fill out the charter renewal form for UMBHA and send with fee to IBHA

December:

- ❖ At the end of December, finalize the books and send it for the Annual Audit