1. Act as main point of contact with our bank and all matters involving incoming and outgoing money.
2. Reconcile bank statement 1/month.
3. Write checks
   1. Ensure all requests for money include NLYAA Request for Reimbursement Form and a valid receipt.
   2. Deny payment if these 2 items are not received, clear, and valid.
   3. Acquire 2nd signature from another bank authorized NLYAA Officer.
   4. Adhere to all other NLYAA guidelines regarding reimbursements.
4. Manage deposits.
   1. Ensure all deposits come with NLYAA Deposit Form and bank deposit slip.
   2. Ensure deposits are accurate.
   3. Make deposits for new directors until they are approved to make their own deposits, according NLYAA guidelines.
   4. Ensure all deposits are made within 5 days of receipt of money and notify director with cc to officers if this is not done.
   5. Adhere to all other guidelines regarding deposits.
5. Provide reports each month to Officers and individual sports directors.
   1. One global report showing total of all accounts.
   2. Detailed credits and debits report to each sport director for their respective sport.
   3. General text report of notable treasurer activity, such as, taxes, bounced checks, incomplete requests or deposits, etc.
   4. One copy of bank statement for @ meeting reconciliation.
6. Taxes
   1. Maintain all necessary data needed for tax reporting.
   2. Have taxes prepared and ready for board approval at April monthly meeting.
   3. Submit taxes by May 15.
   4. Respond to and report all correspondence with IRS.
7. Respond to and manage our "Bad Check" Policy.
8. Registration
   1. Receive a copy of registration forms for each sport.
   2. Check for accuracy of NLYAA fees as to what was charged and if fully paid. Report errors to sport director and officers.
   3. Maintain list of Lifetime Members and verify accuracy at time of registration.