

## SMRI Treasurer

### Duties and responsibilities

- 1) Pay regular financial obligations of the club when due.
  - a. PO Box Rental
  - b. AMA sanction fees
  - c. AMA Charter fees
  - d. Ambulance Services
  - e. NM State Taxes (also need to prepare CRS-1 forms to report Membership Fee Revenue)
  
- 2) Race events
  - a. Prior to the event
    - i. Cut check to SMS to pay the deposit on the track rental and bring to track
    - ii. Pay AMA for insurance 10 days prior to event
    - iii. Pay AMA sanction fee for event 90 days prior
    - iv. Contact Trophy person and cut a check for the weekend's trophies prior to the weekend
    - v. Print blank deposit spreadsheet and bring to event
  - b. At the track the day of the event
    - i. Bring cash box, credit card machine, laptop computer, check book and sign in sheets and wristbands to the track
    - ii. Give gate person the proper sign in sheets, including minor permission forms, \$50 cash and wristbands
    - iii. Give track management the deposit check for the event
    - iv. Assist Secretary in Registration. Calculate amounts due for each participant, record them on the blank deposit spreadsheet
    - v. Prepare Formula Femme and ULGP race winner checks
    - vi. Pay the gate person and Pit out person for their services
  - c. After the event,
    - i. Fill out the deposit spreadsheet on the computer, reconcile the amount of cash, checks and credit card monies received with amounts on the spreadsheet.
    - ii. Contact Track Management with the Rider Count for the event. Pay the balance due for track rental, worker meals etc once an invoice has been received.
    - iii. Update the Member listing with new SMRI members who bought memberships that weekend.
    - iv. Use the completed spreadsheet to prepare the Financial Summary of the Event and email to the SMRI Officers and Board members
    - v. Prepare deposit of checks and cash

- vi. Enter checks written at the track and the deposit made into Quickbooks on the computer

### 3) Trackdays

- a. Prior to the event
  - i. Prepare deposit check for the track rental event and take to the track
  - ii. Take the proper sign in sheets, wristbands and cash box and credit card machine to the event
- b. At the event
  - i. Give deposit check to track management
  - ii. Assist Secretary in registration
  - iii. Help to assign track day participants to the proper trackday group
- c. After the event
  - i. Fill out the deposit spreadsheet on the computer, reconcile the amount of cash, checks and credit card monies received with amounts on the spreadsheet.
  - ii. Contact Track Management with the Rider Count for the event. Pay the balance due for track rental, worker meals etc once an invoice has been received.
  - iii. Update the Member listing with new SMRI members who bought memberships that weekend.
  - iv. Use the completed spreadsheet to prepare the Financial Summary of the Event and email to the SMRI Officers and Board members
  - v. Prepare deposit of checks and cash
  - vi. Enter checks written at the track and the deposit made into Quickbooks on the computer

### 4) Other Responsibilities

- a. Prepare invoices for advance deposits from Trackday Sponsors
- b. Prepare final invoices after the event
- c. Prepare invoices for Trophy Class sponsors at the direction of the VP of Marketing
- d. Attend monthly Exec Board Meetings and Regular membership meetings
- e. Reconcile bank account monthly