

## **Northern District Shuffleboard Association**

### **Treasurer Responsibilities**

1. It shall be the duty of the Treasurer to have the care and custody of all the funds of the Northern District Shuffleboard Association (NDSA) and to keep a correct and accurate account of all receipts and disbursements, to pay all bills when approved by the NDSA, and to report the state of finances of the Association at each regular meeting.
2. At the October NDSA meeting an auditing committee shall be appointed by the President of the Board to audit the books of the treasurer and provide its report for the next January District Meeting.
3. Attend NDSA Meetings to give Treasurer's Report and provide financial information relative to subjects being considered by the NDSA and to discuss and vote on matters being considered by the NDSA.
4. Provide a copy of the Treasurer's report to the Secretary and President of the Association.
5. Report any changes of Court Dues, Preview Fees, or Club personnel changes to all Board Members.
6. At the January Meeting report all unpaid Club Dues and on or before January 20<sup>th</sup> of each year remit to the FSA treasurer 60% of the total amount of court dues collected, together with a statement listing each club represented and its number of courts.

Adopted: - March 31, 2023