

RESPONSIBILITIES of the ***Treasurer***

Must be a member of the Ocean Hills Golf Club

RESPONSIBILITIES:

1. Have a working knowledge of the following
 - Charter and By-laws
 - Golf Club Local Rules for Tournaments played at OHCC
 - Supplement to Local Rules
 - Specific Instructions for Tournaments played at OHCC

2. Fulfill the following specific requirements per OHGC charter and by-laws
 - Report the purchase of property or equipment by the Golf Club that costs in excess of \$1000 to the HOA Board of Directors. All such items become the property of the HOA
 - Make periodic reports as prescribed by the Ocean Hills Social Club and pay such monies that are due
 - Prepare an operating budget (including annual membership dues) for the following year, to be presented for approval to the Golf Club Board of Directors at its August meeting, and submit the approved operating budget at the October General Membership meeting for membership ratification.

3. Supervise expenditures as follows:
 - Budgeted items —fund routine expenditures within budget for Casa operations, administrative items, etc. Submit extraordinary items to Board of Directors for approval
 - Submit all non-budgeted items to the Board of Directors for approval, then for ratification by members at the next General Membership meeting.

4. Maintain financial records and provide reports as follows:
 - Maintain comprehensive financial records regarding Golf Club funds
 - Submit financial reports: monthly to OHGC Board, quarterly to the General Membership meeting, and semi-annually to the Ocean Hills Social Club
 - Promptly deposit Golf Club funds to the Golf Club bank account
 - Audit bank statements and reconcile any differences
 - Arrange and cooperate with an audit of Golf Club financial records annually
 - Verify that the names of the current President, Vice President, Secretary, and Treasurer appear on all Golf Club bank accounts as authorized signers
 - Audit financial reports submitted by OHGC Tournament Chairpersons
 - Must have two (2) signatures on all checks. Any two officers may sign.

5. Perform general duties as follows:
 - In the absence of the President and/or Vice President, fulfill the timely responsibilities of both positions
 - Attend all Board of Directors and General Membership meetings; if unable to do so notify the President in advance of the meeting
 - In the event of the dissolution of the Ocean Hills Golf Club, remit all remaining funds and assets to the OHCC HOA