

Invoices/Accounts Payable

Vendor & Individual	Travel Support	Meet Surcharge Rebate	Invoices Needing Approval
Receive Invoice. answer questions and confirm signatures	After eligible meets: create Accrued Accounts Payable (AAP) for Estimated Expense (4-6/year?)	Verify Club has submitted completed meet financials Verify all outstanding fees paid	Membership and Credit Card Invoices, and others - Once a month
	Review Application for athlete, Coach, and Club standing Verify swimmer swam Check for Relay Swimmers Only		Request approval of General Chair and Finance Vice Chair as necessary
Issue Check and Bookkeeping: (Create Entry In QuickBooks (QB) Print Check Sign Checks & enter in Security Portal Scan Invoice & check Enter in Drop Box Mail Check File Paper Copies in Monthly Folder)	Issue Check and Bookkeeping: "	Issue Check and Bookkeeping: "	Issue Check and Bookkeeping: "

Income/Accounts Receivable

Meet Financial Reports (MFR) Procedure (130 a year, 2-3 a week?)	New Policy (Replace MFR Procedure)	Membership	Other Income
Spreadsheet: track meets & due dates Review MFRs, Meet Summary Reports (MSR) and Payments Handle questions Insure all reports are in and correct (calculations, late fees included if necessary, checks signed) Create invoices or refunds as needed	Review MSR Track invoice and payment on meet spreadsheet Create Invoice and email to host club Scan MSR and Invoice Enter into Drop Box	Receive email Notification of Remote Deposit # of teams?, frequency? Confirm deposit in bank account	Co-pays, MEFAP Splash Fees, equipment rental, Officials' apparel, A Medal Sales
Deposits and Bookkeeping: (Entry in QB (including class, sanction #) Deposit Check Attach Receipt to deposit recap & scan Enter in Drop box File paper copies in Monthly Folder)	Deposits and Bookkeeping: "	Bookkeeping : (Entry in QB Edit entry from Laurie's deposit recap (duplicates, overpayment, credit, meet surcharges) Scan deposit recap Enter in drop box File Paper Copies in Monthly Folder)	Bookkeeping: "

Miscellaneous tasks: mostly done monthly

Zones	Membership	Statements For Reconciliation for Outside Accountant	Journal Entries: Monitor & Prepare	Statements For Finance Committee and BOD
Monitor Zone entries and record in LSC QB	Retrieve & Upload to Drop Box USA Swimming Invoice SWIMS report as pdf. SWIMS report as .csv for reconciliation	Retrieve & Upload in Drop Box Checking, Savings and Credit Card Statements Zones Checking & Savings Statements Paypal Statement (Pacific Swim?) Individual Credit Card transactions by staff Wells Statements -	Prepaid Expenses Deferred Revenue Accrued Accounts Payable Transfers between LSC and Zone Inventory PTO Sales Tax Outstanding Checks Returned/Insufficient Funds	Run Draft Statement of Financial Position Run Draft Statement of Activities Budget Statements reviewed by FVC Backup QB
Quarterly, compare Zone and LSC P&L reports for accuracy and compliance Address Zone procedural errors.	Compare Membership #s with USA Invoice Reconcile prepaid memberships Enter in QB and pay from QB Issue Refunds	Confirm all LSC & Zone entries before release Reconcile and Submit to outside accountant for review Meet with Cindy and Outside Accountant to review statements, journal entries, and Annual Finance Compliance Calendar		

General Tasks for Financial Activity

Email Inquiries
Check emails addressing financial issues each morning Answer or forward to appropriate Staff, Bookkeeper, and/or Finance Vice Chair Scan Bank Accounts every morning for Fraudulent Activity - Is this necessary since Chase will not release cash if each check is not entered in the Security Portal?

Finance Vice Chair Responsibilities (FVC) (previously Treasurer's (T))

Budget Prep (Feb-March)	End of Year Preparation for Audit and Tax Filings
<p>Prepare monthly and annual budget templates Connect with Committee Chairs (CC) for budget requests for next fiscal year Provide CC with past and current year spending reports Ask Staff to create budget projections for:the All Star trip, website, inventory, office expenses, payroll Present initial draft budget to Finance Committee Conduct Budget Committee Review of proposed budget Update or create quad budget] Present Budget to HOD -amend if necessary Request staff Post Approved Budget on website</p>	<p>May-June: Engage outside auditor (review and sign contract with General Chair) Prepare items on Auditor lists (approx 60 items) All LSC & Zone transactions to be completed and uploaded to Drop Box by October 31</p>
	<p>Insure that checks and transactions are all cleared LSC and Zone Checks LSC and Zone Travel Support - clear all AAP All Prepaid Membership refunds (cleared at bank) Membership Accounting Define remaining Prepaid Events and Deferred Revenue Complete all paperwork required by auditor Meet with auditor and accountant</p>

Finance Vice Chair Administrative Tasks (previously done by Mary)

FVC to handle	Discontinue these tasks
<p>Review Statements, Journal Entries, etc. Main LSC contact and LSC signer on all LSC and Zone Bank Accounts Present monthly reports to BOD Attend Executive Committee Meetings Chair monthly Finance Committee Budget Committee Monitor Income and Expenses Activity Monitor Staff Payroll (activity, budget to actual, tax filings) Review and Sign Contracts over \$5000 with the General Chair Update Financial Procedures Insure all tasks outlined in Annual Finance Compliance Calendar are completed Work with Senior Committee on Annual Travel Support program Review, monitor budget, co-pay collection and approve expenses for all star meets Attend Treasurer workshops hosted by USAS Non-voting member of Committee reviewing change of requirements for LSC Meet</p>	<p>Chair Investment Committee (document recommends another individual) Personnel Committee (T or FVC are not members) Staff Meetings</p>

