

	<b>OKLAHOMA SWIMMING</b>	<b>Policies and Procedures</b>	
<b>Subject:</b> Treasurer – Staff Position	<b>Document Number:</b> 322 <b>Version Number:</b> 01	<b>Effective Date:</b> April 6, 2019 <b>Last Revision:</b> April 6, 2019	

1. The OKSI Treasurer reports to the OKSI Finance Vice Chair.
  - 1.1. The Treasurer shall have a direct line of communication with the General Chair and the Admin Vice Chair
  
2. The responsibilities of the Treasurer shall include:
  - 2.1. Posting of all financial transactions in the OKSI accounting system.
  - 2.2. Chart of account update and maintenance.
  - 2.3. Accounts Payable - processing and distribution of all necessary expense payments.
  - 2.4. Accounts Receivable Posting - posting of all income with proper chart of account allocation.
  - 2.5. Monthly reconciliation of all bank accounts.
  - 2.6. Input of annual operating budget in the accounting system.
  - 2.7. Customization of reporting templates for OKSI financial reporting needs.
  - 2.8. Coordination with OKSI Finance Vice Chair and other officers to set up new income, expense, and reimbursable reporting procedures.
  - 2.9. Maintain proper accounting files for tax documentation.
  - 2.10. Coordination with Finance Vice Chair and OKSI officers to ensure proper monthly financial reports and transaction detail is obtained for Board Meetings.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	New P&P for Treasurer / whole document	D. Mink	BOD	OKS-0003