

**Bookkeeper
Midlakes Swimming League**

Position Responsibilities:

1. Balance Checkbook on a monthly basis
2. Submit the following annual reports:
 - 1099 Forms/Report by January 31st
 - Secretary of State Annual Report by April 30th
 - 990 Federal Tax Return by May 15th
3. Purchase Director & Officer, General Liability and Umbrella Insurance annually.
4. Collect from the 26 swim teams:
 - Copies of their insurance summaries
 - Team Hold Harmless forms
 - Team rosters
 - Annual team fees
 - \$9 per swimmer insurance/Champ fee
5. Pay swimming, diving and water polo invoices throughout season as required.
6. Pay league webpage and internet listing fees in April of each year.
7. Assemble an annual budget for the Board to review.
8. Assemble actual costs to forecast report at the end of the year.
9. Any other duties as assigned by the Midlakes Board

Tasks to be completed by Treasurer or other assigned member:

1. Coaches' certificates will be collected by Vice President.

Salary schedule:

1. \$15 per hour for the filing of the Federal Tax Return only.
2. \$12 per hour for all other bookkeeping responsibilities.
3. Billing for payment to be done on a quarterly basis.

Proposed Budget

1. \$1450 for the 2010 season with progress reports