**TREASURER**

The **TREASURER** works with the President and other board members to assure the fiscal solvency of the organization.

**FISCAL YEAR**: November – October

**BUDGET**:

Prepare a proposed budget for the winter Executive Board meeting. Budget shall be based on previous two years proposed / actual budget.

Keep a “cushion” in the range of $1000-$1500 to cover any unexpected expenses.

Revise the budget to reflect changes agreed upon at the Executive Board Meeting.

Each committee chair is forwarded a copy of the budget as it pertains to her committee.

Throughout the year, deposit funds collected; pay invoices; and maintain the status of the proposed budget with actual amounts.

Report status at each board meeting.

**RAFFLES**:

Assure tickets for raffle are available, recruit workers for the raffles, assure monies available for change, and be responsible for counting and depositing collected monies.

Cash raffles are held at the Opening Day and Closing Day events, usually a “50/50” raffle, where half the collected cash is kept to defray the cost of the event, and the other half is distributed by drawing tickets for the winners. The number of and amounts of prizes depend on the total amount collected for the event.

Both a cash raffle and a gift raffle are held at the Member-Guest.

**GHIN**:

CSGA (the CT State Golf Association) bills us for every member who keeps a handicap as a Tallwood Women’s Club member. If a golfer has both a 9-hole and an 18-hole handicap, the club is billed for two GHINs.

The Handicap Chair must make sure that the GHIN lists are correct for midnight, May 31 of each year. CSGA will not refund any fees for obsolete or incorrect names.

**SNEWGA**:

When members join Tallwood they are given the opportunity to join SNEWGA and/or donate to the First Tee of CT. The Membership Chair will provide the breakdown of fees paid. The SNEWGA rep will request the checks for these purposes.