

Job Description of Unit 499 Treasurer

OVERVIEW and TOPIC AREAS

1. Manages the financial accounts
 2. Manages reimbursements and reoccurring expenses
 3. Manages the Unit's Internet Domain Name
 4. Completes Tax Returns and any 1099s
 5. Submits Treasury Report at the Board of Director's meetings.
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1. Manages the financial accounts.
 - a. There are 3 accounts to manage: Checking Account, Savings Account, and Restricted Youth Funds Account. All of these funds are held at BoA. The Youth Funds are included in the savings account.
 - b. The Unit's Credit Card, -5970, is a BofA VISA card.
 - c. The Treasurer maintains the secure passcode for the CC and for the above Accounts. This includes transitioning access for the accounts when officers (President, VP, and Treasurer) transition. The officers are the only board members with check writing capability.
 - d. With security today, the Treasurer's cell is used for 2-level security to establish the electronic device (workstation, laptop, smartphone, etc).
 2. Manages reimbursements
 - a. There is one reoccurring expense: the annual cost to maintain the Unit's internet name 'diablovalleybridge'. See more in the Section 3.
 - b. Various reimbursements for Club meals, club capital items – see the appended 'UNIT 499 CLUB EQUIPMENT PROCUREMENT REIMBURSEMENT GUIDELINES', board member expense reimbursements, and club free play tickets. To gain reimbursement for an expense, an expense voucher is submitted to the Treasurer; the expense voucher will then be validated before a check is sent.
 - i. The amount allowed for meals during club Unit Games is \$12 * number of tables; with a maximum of \$180.
 - ii. When a player uses a 'Free Play' coupon at a U499 club, the Club Manager submits the coupon to the Treasurer for reimbursement.
 3. Manages the Unit's Internet Domain Name
 - a. Namecheap is a company that manages Domain Names. U499 has paid Namecheap for U499 Domain Name: diablovalleybridge. At this time the annual fee is automated to U499's Visa card. When there is a Treasurer change, the current Treasurer must transfer the account to the new Treasurer. Since the security is tied to the Treasurer's smartphone, both the new and the outgoing Treasurer must be together to complete the change.
 - b. The Unit's Domain Name must be renewed in 2024 (not part of the annual fee, but the name itself). Contacting Namecheap is needed for that.
 - c. Patience is needed coordinating with Namecheap.
 4. Completes Tax Returns and any 1099s
 - a. Files State and Federal taxes and submits any 1099s, if necessary.
 5. Submits Treasury Report at the BOD's meetings
 - a. At each board meeting the Treasurer submits the Unit's financial position to the Board of Directors for their approval.
 - b. The Treasurer's report may include projections for the three accounts: Checking, Savings, and Restricted Youth Funds.

UNIT 499 CLUB EQUIPMENT PROCUREMENT REIMBURSEMENT GUIDELINES

- A club must submit a proposal for reimbursement of bridge specific equipment for play at the club level by November 1 of the year preceding reimbursement. (e.g. Requests received by November 1, 2018 will be evaluated and approved/denied in the first quarter of 2019.)
- Unit 499 will reimburse a club up to one-half (1/2) of the cost of the equipment, if the purchase is approved by Unit 499.
- Unit 499's reimbursement to a club is not to exceed \$1,000.00 of Unit 499 treasury funds in any given year unless specifically approved otherwise by the Unit 499 Board of Directors.
- Proof of the approved equipment purchase must be submitted to the Unit 499 Treasurer for reimbursement by October 31 of the same year that the Unit 499 Board of Directors approves the proposal. (e.g. Equipment approved for purchase in the first quarter of 2019 must be purchased by the club in time to submit a request for reimbursement to the Unit 499 Board of Directors by October 31, 2019.) If a club's request for reimbursement is not received by the deadline, the money set aside to reimburse the club for the equipment will be returned to the general fund of the Unit 499 Treasury.
- If money approved to reimburse a club for an equipment purchase is not expended, the money is no longer set aside for the approved equipment reimbursement. A club may apply for reimbursement for the same equipment in a future cycle.
- Money approved by the Unit 499 Board of Directors for reimbursement to a club for new equipment must be based on the needs of all the Unit 499 clubs.
- Any requests for equipment reimbursement received by the Unit 499 Board of Directors after September 22, 2018, will be subject to these guidelines.



RECEIPT

Namecheap, Inc.
4600 East Washington Street. Suite 305,
Phoenix, AZ 85034 USA

www.namecheap.com

Order # 42156283

support@namecheap.com

Order Date : 2/11/2019 11:28:43 AM
Order Number : **42156283**
Transaction ID : 48574944
User Name : diablovalleybridge
Address : Sam Earnhardt Treasurer
Diablo Valley Bridge

Payment Source : CreditCard Initial Charge : \$47.40
Final Cost : \$47.40

Total Refund : \$0.00
Refund Transaction : N/A ID

Unit 499
2104 Blackstone Drive
Walnut Creek CA , 94598 US

Refunded To : N/A