



As stated in the BY LAWS OF FUTBOL CLUB CLOVIS - 2010

### **Treasurer**

5.08. The Treasurer shall be responsible for all of the following:

- (a) Obtaining and issuing a corresponding receipt for all monies, which shall be deposited in a recognized bank in the name of this Corporation.
- (b) Furnishing all books and records when required to do so by the Board of Directors.
- (c) Properly balancing the books of this Corporation according to the current bank statement or bankbook.
- (d) Preparing any and all financial statements pursuant to the Articles of the Incorporation and Tax Exempt Status of this Corporation.
- (e) Issuing monthly financial reports, and adhere to the annual budget approved by the Board of Directors.
- (f) Preparing, with the assistance of elected officers, an annual budget to be presented at the Annual General Meeting for the approval of the membership.
- (g) Handling of all disbursements of monies for approved indebtedness of the Corporation, subject to its By-Laws, and the maintenance of records of such disbursements.
- (h) Preparing and filing or assist a certified public accountant in preparing and filing all necessary tax returns on a fiscal year basis.
- (i) Maintaining records showing the source of all funds received by Futbol Club Clovis.
- (j) Maintaining and administering all Club loans as prescribed by the Board.
- (k) Reporting on the activities of the office to the Board of Directors as requested by the Board, but no less than frequently than on a monthly basis.