

Duties of Treasurer

- Receive and maintain sole custody of all CVDA funds.
 - Meet with the Tournament Directors to get paperwork and sanctioning monies prior to the 10th of each month. Distribute sheets to the appropriate persons.
- Promptly deposit all monies received.
- Keep correct accounts according to generally accepted accounting principles.
 - Responsible for using QuickBooks program for recording all financial transactions of the League. Within this system, maintain current balances for two accounts – Youth League and CVDA (with three active funds – Dart Classic, Sanctioning and General.)
Responsible for balancing Checkbook and Bank Statement monthly.
 - Responsible for getting records to CPA yearly for tax preparation.
 - Responsible for contacting members regarding checks returned for Nonsufficient Funds and collecting money and fines.
 - Pay all orders properly drawn upon him/her. All checks will be signed by Treasurer and President.
 - Responsible for maintaining all paper records on financial transactions.
- Present a Treasurer's Report at each General Membership meeting and/or Captains meeting.
- Submit books for an annual audit at the end of each calendar year or as otherwise directed
- Serve as Chairman of Finance Committee
- Attend all CVDA BOD Meetings, to include disciplinary action meetings, sponsor meetings, division set-up meetings, captain's meetings and general membership meetings.

Additional Duties

- Responsible for selling raffle tickets, helping with 50/50 and actively seeing sponsors for Dart Classic Tournament.
- Responsible for running registration desk at the annual Dart Classic Tournament – to include setting +/- for each event, paying bills incurred over the weekend and providing an accounting of monies for the tournament.
- Responsible for removing money; in conjunction with the President, from the Sanctioning fund and setting payouts for the Tournament of Champions as decided by majority vote of the board.
- Responsible for taking sponsor fees and rosters at each (3) finals during the year and providing an accounting of all monies received.
- Complete tasks assigned by President as appropriate to the smooth running of the league.

**These duties are subject to change or may increase based on current needs of the league.