

**Treasurer CHS Crew
Job Description
October 2013**

Basic Information:

- The team has an M&T Checking – most activity runs through this account
- 1 Debit Card exists (Treasurer maintains)
- A journal account exists at Canisius High School to record donations made to the school on behalf of crew. From time to time the Parent Association will make purchases using funds from that account (i.e. boats)
- Quickbooks is used to keep the books for CHS rowing.
- From time to time reporting from quickbooks is made available to the CHS treasurer for his/her review.

Tradition:

- School Athletic Director will pay for a bus/provide CHS Blue Bus to Youth Nationals if the team advances - all other Regatta busing paid for by travel fees
- Parent Association fees are typically used for the main entrée/bagels at home regattas, the tent, MAX and incidental costs for the coaches.
- Travel Fees cover bus, bus driver room/tip, lodging, food, and coaches' stipends.
- Coaches' stipends are \$30/day for regattas. Even one hour on road is recorded as 1 day. The coach will provide a list of coaches attending each Regatta that require reimbursement
- Preseason freshman camp has stipends – amount depending upon size of camp and money brought in
- Clothing orders – splash jackets orders coordinated by parent volunteer. T-shirts and other apparel usually ordered by coaches/team captains. All payments go through treasurer. Items should not be ordered without prior payment.

January

- Freshman Retreat (Lazertron and dinner) - Parent Association subsidizes a portion of the total cost.
- Collaborate with Travel Coordinator, Registration Chair, Parent Association Chair to establish Spring Parent Fees. Fall 2013 - \$60, Spring 2013 \$115 (\$15 for athlete's banquet, \$10 coaches' end of year check). Contact Dan Grosenbaugh for BSRA dues for upcoming season.

February

- Cocktail Party Fundraiser
 - Most items donated but may incur some expenses
 - Mail check to Event Chair for \$400 for cash boxes. Event chair will get small bills to make change.
 - Chairs are responsible for collecting and recording revenue from event for checks and balances.
- Hammer Ergatta, St. Ignatius, coaches collect fee from boys and mail all checks to Treasurer for invoicing, recording payment and deposit

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- CHS Ergatta (held at CHS)
 - T-shirts are purchased for about \$5/shirt. Typically over \$1,000 for shirts
 - Mail check to Event Chair for \$200 for cash boxes. Event chair will get small bills to make change.
 - Reimbursement for dinner is made to parent chef for hosting St. Ignatius boys.
- Registration Chair will collaborate with Parent Association Leader, Travel Coordinator and Treasurer to set Parent Association Fees for Spring Season. In addition, the Registration Chair will collaborate with head coach to determine BSRA dues for the season. All online spring registration checks should be mailed to Treasurer for invoicing, recording and depositing. Treasurer must reconcile Quickbooks with Website Registration. Any discrepancies must be resolved.

March

- Plan for Cornell with Travel Coordinator. Typically 60 boys go, most coaches (7) and at least 4 dads daily to cook for team and help coaches. Cornell began charging \$20/ boy for the use of equipment. That must be determined and figured into the cost per athlete. In addition, in 2013 team covered the hotel cost for 4 dads/day, double occupancy.
- Jesuit Cup, Camden, NJ: First regatta of the season and first regatta for team in 2013. Regatta attendance may vary year to year

April

- Travel budget created by travel coordinator must be adhered to as much as possible.
- Regattas: Coordinate the collection of all checks from attending boys, make arrangements to get checks to process. Get rooming list from coach and reconcile with checks in hand. Batch invoice each athlete. Contact coaches/parents for missing checks. Receive payment in QB, create deposit in QB, fill out deposit slip, deposit at M&T Bank.
- Cornell: In 2013, 64 boys attended. Trip ran from 4/1- 4/6.
- Rust Belt, smaller regatta, most boys attend. Larger away regattas selected boys attend. Schedule varies, may be different site or 2 regattas in April.

May - June

- Travel budget created by travel coordinator must be adhered to as much as possible.
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- Banquet – All athletes are covered. Parents interested in attending must pay/head. Coaches year-end gifts included in spring dues. 3 Head Coaches - \$250, others \$150. Distributed at the Banquet.
- Reconcile all balances and close books for the school year.

July – August

- Contact Freshman Coach and establish Pre season fee for athletes.
- Enter athletes in QB, batch invoice each athlete. Contact coaches/parents for missing checks. Receive payment in QB, create deposit in QB, fill out deposit slip, deposit at M&T Bank.
- Work with Registration Chair, Parent Association Chair, Travel Coordinator and Head Coach on Fall Registration BSRA Dues and Parent Fees
- Registration Chair should begin emailing athletes no later than second week in August to register for the fall season. Most checks should be collected by the beginning of crew practice.
- Collaborate with Practice Bus Coordinator to establish cost for practice bus.
COLLECT ALL CHECKS UPFRONT FOR SERVICE.