

NYS Treasurer Job Description:

1. Is responsible for all monies that belong to Naugatuck Youth Soccer
 - a. Will make all deposits of all incomes to NYS.
 - i. Registration fees
 - ii. Sponsorships
 - iii. Any other income generating events
 - iv. etc
 - b. Will pay all expenses, incurred by NYS, via check/petty cash.
 - i. Referees
 - ii. Naugatuck Youth Soccer League contactors
 1. Registrar
 2. Coaching Director
 3. etc
2. Shall keep a detailed account of the income and expenditures of Naugatuck Youth Soccer.
 - a. Use software to keep track of all league transactions.
3. Balance all accounts monthly, against the statements received from the banks where the accounts reside.
 - a. Find and explain any discrepancies in any accounts
4. Maintain a list of all Naugatuck Youth Soccer's banks account information:
 - a. Bank where the account resides
 - b. Account Number of each account
 - c. Type of account for each account
 - d. A signature list for each account.
5. Submit a list of all account balances, to the Naugatuck Youth Soccer Board of Directors Meeting, on a monthly basis and at the yearly Annual General Meeting (AGM).
6. Chairperson for the Budget Committee:
 - a. Keeps the Budget Guidelines current
 - b. Creates a Budget Committee to create the next year's budget.
 - i. Presents the budget to the NYS Board of Directors for approval
 - ii. Maintains a Budget vs Accuals report to alert the NYS Board of Directors to upcoming shortages in our financial picture.
 1. Should be created once per month and submitted to the NYS Board of Directors
7. Keeping all our Local, State and Federal Business forms up-to-date and current:
 - a. Filing our yearly taxes
 - b. Sending out 1099 forms to whom ever needs to receive them.