



Regional Treasurer

Purpose

The AYSO volunteer position of regional treasurer is intended to have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the region in a bank or depository.

Specific Duties and Responsibilities

The regional treasurer is expected to:

1. Keep in appropriate books an accurate account of all money received in and paid out;
2. Comply with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual;
3. Promptly, upon receipt, pay the National Support and Training Center the national portion of the registration fees of the region;
4. Give a report of the funds, receipts, and disbursements of the region annually or at such other times as requested by the regional commissioner or by the regional board;
5. Be responsible for filing the annual budget and other information as may be required or requested from time to time by the National support and Training Center;
6. Deposit all the funds collected by the region in the region's checking account;
7. Obtain regional commissioner's signature as required and issue checks to pay for the region's expenditures. All checks should be substantiated by a receipt, invoice, or other documentation;
8. Verify that the region has adopted written internal control procedures assuring adequate protection of regional assets;
9. Assist the person who has been assigned the task of reviewing the region's books and records;
10. Reconcile the checking and savings accounts each month and have a report for monthly regional board meetings;

11. File all receipts, invoices, or other documentation in alphabetical order, by payee, and save them for at least FIVE years. They are subject to audit by government regulatory agencies and the AYSO National Treasurer;
12. File the specified reports to the National Support and Training Center;
13. Give all the AYSO documentations, receipts, invoices, etc. to the regional commissioner when the treasurer leaves;
14. Assist the regional commissioner in the preparation of the annual budget prior to the first scheduled registration day (a copy of which will be submitted to the National Support and Training Center);
15. Review the region's monthly financial statement prepared by the National Support and Training Center. He or she is responsible for the accuracy of the region's financial statement and any error found should be reported to the National Support and Training Center immediately;
16. Publish the region's financial report to the regional membership (copy to the National Support and Training Center) before the region's last scheduled game of the season (through a newsletter, bulletin board, etc.);
17. Attend all board meetings, registration days, and coordinators' meetings; and
18. Develop investment and spending strategies to assist in long-term financial stability and value.

Qualifications and Desired Skills

To be considered for the position of regional treasurer, the applicant should:

1. Have skills in finance and accounting; and
2. Be detail oriented.

Supervision Protocols

While performing as the regional treasurer, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the regional commissioner; and
3. To maintain the recommended supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be the same gender as the group) present at all times. For the protection of both the

children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a regional treasurer is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of regional treasurer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Treasurer I and II workshops at the annual Section Meeting;
3. Board and Staff Introductory Certification (BASIC); and
4. AYSO Safe Haven Program.

Activity Locations

While performing the duties of regional treasurer, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.