



## Area Treasurer

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### Purpose

The AYSO volunteer position of area 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 area in a bank or depository.

### Specific Duties and Responsibilities

The area 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. Be responsible for filing the annual budget and other information as may be required or requested from time to time by the National Support & Training Center;
4. Deposit all the funds collected by the area in the area's checking account;
5. Obtain area director's signature as required and issue checks to pay for area expenditures. All checks should be substantiated by a receipt, invoice, or other documentation;
6. Verify that the area has adopted written internal control procedures assuring adequate protection of regional assets;
7. Assist the person who has been assigned the task of reviewing the area books and records;
8. Reconcile the checking and savings accounts each month;
9. 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;
10. File the specified reports to the National Support & Training Center;
11. Give all the AYSO documentations, receipts, invoices, etc., to the area director when the treasurer leaves;

12. Assist the area director in the preparation of the annual budget which is due July 1 to the NSTC;
13. Review the area monthly financial statement prepared by the National Support & Training Center. The area or treasurer is responsible for the accuracy of the area financial statement and any error found should be reported to the National Support & Training Center immediately;
14. Publish the area's financial report to the area director's (copy to the National Support & Training Center) by June 30; and
15. 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 area treasurer, the applicant should:

1. Have skills in finance and accounting;
2. Be detail oriented; and
3. Successfully pass a screening, including a background check.

**Supervision Protocols**

While performing as the area 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 area director; and
3. To maintain the recommended adult to child 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 an area treasurer is a full year. The estimated hours to fulfill duties by month shall be filled in by the area director:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
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Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.
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### **Orientation, Training, Certification, and Continued Education Provided**

To prepare a volunteer for the position of area treasurer, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

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

### **Activity Locations**

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

1. Area staff meetings;
2. The annual Section Conferences;
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.