

## **The Treasurer's Duties**

1. Take care of all the financial aspects of the TGSA. and establish a TGSA bank account.
2. Collect all contest entries and deposit all fees collected.
3. Pay all debts incurred by the Association.
4. Invest Association funds when prudent, with the approval of the TGSA Board.
5. Investigate all aspects of the financial condition of the TGSA.
6. File all tax forms in accordance with the laws of the IRS.
7. Prepare an annual financial statement and if needed a budget for TGSA finances.
8. Arrange a check-in list for each district on the Thursday prior to each contest that shows all entries received for that district.
9. Attend all TGSA Board meetings and report the financial conditions of the Association.