

**The Missouri Federation of Square 'N Round Dance Clubs, Inc.**

APPENDIX F

Standing Operating Procedures (SOP)

**February 10, 2021**

*Treasurer*

1. **PURPOSE:** To establish and govern position of Treasurer for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to *Treasurer*, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The Treasurer can use this SOP to know and understand the duties of the Treasurer, and it should be used when performing the functions of the Treasurer.
3. **AUTHORITY:** The Missouri Federation of Square 'N Round Dance Clubs, Inc.
4. **REFERENCES:** Missouri Federation of Square 'N Round Dance Clubs, Inc. Constitution and Bylaws (Working Rules).
5. **MEMBERSHIP:**
  - a. The Treasurer has a base membership of one (1) member or couple. The Treasurer is elected annually by the Missouri Federation of Square 'N Round Dance Clubs, Inc., Board of Directors, to serve a one year term.
6. **PROCEDURES:**
  - a. **RESPONSIBILITIES OF THE TREASURER**
    - i. Shall oversee the position of Treasurer for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
    - ii. Shall attend all meetings of the Federation Board of Directors.
    - iii. Shall be in charge of safekeeping all funds belonging to the Missouri Federation of Square 'N Round Dance Clubs, Inc.
    - iv. Shall deposit the federation's funds in the name of The Missouri Federation of Square 'N Round Dance Clubs, Inc. into a bank account established in a financial institution covered by the Federal Deposit Insurance Corporation (FDIC) that is located in close proximity to the treasurer's home. Funds from this account can be disbursed only by the signature of the treasurer or president.
    - v. Shall keep/maintain a ledger of all income, expenses and investments. This ledger shall be available at any reasonable time for inspection by the executive committee, board of directors or its designee.
    - vi. Shall submit the financial ledger and supporting documents in February, for the calendar year ended, to the federation audit committee for an annual audit.
    - vii. Shall immediately following the annual audit, prepare the annual income tax return (Form #990 EZ) and submit the completed income tax form which is due without penalty by May 15<sup>th</sup> of each year.