



THUMB AREA FOOTBALL & CHEERLEADING LEAGUE



Section 4- The Treasurer shall:

1. Work closely with an accountant to help maintain proper accounting and reporting of the league's financial operations. (As the treasurer position continually changes, using the same accountant will help keep accounting records more accurate, allow financial reporting to be consistent from year to year, and will make past financial data available.)
2. Oversees all league deposits (from registration, fund-raising, rebates, etc.).
3. Collect receipts for every expense.
4. Write checks.
5. Maintain banking and receipt supplies.
6. Oversee Purchase Order (P.O.) system with the President.
7. Give accountant all income and expense information.
8. Setup, reconcile and maintain bank and credit accounts.
9. Organize and file all financial records.
10. Be responsible for all federal, state and local financial reporting and applicable forms.
11. Present profit/loss and balance sheet reports at every board of directors meeting.
12. Make the directors aware of problems, discrepancies or mistakes (as soon as possible).
13. Review monthly budget/treasurer report to the nominated budget committee (President, Vice President, Treasurer, Secretary, Equipment Director), verify/initial the amounts of money being received, deposited, and money used for cash purchases.
14. Oversee all financial operations.
17. Attend all meetings of the league.

Note: This job description is undergoing change for improved clarification. It is subject to review/change in conjunction with the yearly Bi-law reviews.

I have reviewed and acknowledged the job description.

Print Name

Date

Signature



THUMB AREA FOOTBALL & CHEERLEADING LEAGUE



Board of Directors Application

Name Michigan Driver's License # *

Address

City, State, Zip Social Security # *

Home Phone () Convicted of a felony or any offense involving underage children?* (circle) Yes No If "yes", explain

Work () Cell () Date of Birth * / /

Email Address Race or Ethnicity Definition**

T.A.F.L. Position applying for:

T.A.F.L. Community Board Reside on:

Have a son/daughter playing? Yes No If "yes", name:

List two (2) References: (Preferably one that knows you as a Coach, Teacher, Volunteer, etc.):

Name: Phone # Relationship

Name: Phone # Relationship

Attach Resume or reason why you should be selected.

Professional/Not for Profit/Public Participation:

(List all that apply - for example: School Board Boosters Treasurer 2001-2003, location.

Blank lines for listing professional/public participation.

I acknowledge that all the information on this form is, to the best of my knowledge, correct and true. I also understand that the Thumb Area Football and Cheerleading League shall have the final decision on selection.

* I give my permission for the Thumb Area Football and Cheerleading League to conduct background checks as a requirement to become a member of the Thumb Area Football League.

**For background verification only. This has no bearing on selection process.

*** I understand that this is a 100% volunteer job, with no expectation of wages or subsidies.

Signature Date