

SLCT DUTIES BOARD Treasurer – January 2021 Revisions

TREASURER (elected position) with help of the Assistant Treasurer (appointed position)

- Formulates the SLCT Budget for each fiscal year with assistance of the President.
- Receivables: Collect funds for membership dues, donations, fundraisers, grants, etc., and deposit said funds into our SLCT bank account.
- Payments: Upon receipt of ongoing bills or orders, such for storage facilities, insurance, etc., to pay them from the SLCT account.
- Balance the checking account each month and deliver a monthly report to the Board.
- Maintain an electronic database of all SLCT transactions.
- Deliver an annual financial report to the Board and to the General Membership.
- At the request of each Director, negotiate the license to perform the given play and to pay the Ownership company the royalties for the rights and scripts (to own or to lease).
- After each play is completed, works with the Director to prepare the final financial report for that play and presents it to the Board.
- File legal corporate forms with the IRS annually.
- Check information annually with the AZ Corporation Commission to be sure SLCT is “up-to-date” and to pay any required fees.