DSA Treasurer Job Description
(Difficulty Rating: Very Difficult; Time: 15 hr/mo)

This position requires detail orientation, good computer skills with the ability to attach scan and upload files. Shares the responsibilities listed in the Board of Directors' job description

General

Treasurer

Information

Bookkeeping

Software:

Quicken is current software program

Quicken is backed up online. Current President and treasurer have password to Quicken. The club receives bank statements online

Insurance Company – Equisure, Inc., 3000 S. Jamaica Court, Suite 210, Aurora, CO 80014, 303-614-6961 www.equisure-inc.com

Banking Institution – (Currently PNC, https://www.pnc.com, 888-762-2265)

Tax Preparation – Bret Weigle, Weigle & Weigle Accounting Company, 970-356-2374, 1019 9th Street Greeley, CO

Document Retention

Documents will be kept in accordance with the document retention policy found on the Website In the DSA Forms & Documents File.

Fundraisers

King Sooper Reward Programs Signup Directions can be found in the members area of the website in DSA Info Folder

Responsibilities

1. Pay club fees and deposit incoming checks in a timely manner. Checks can be submitted via a mobile app. If there are a large number of checks, you do not need to list them separately. List the total amount and the bank will run the checks through a machine that will total them.
2. Maintain log of PayPal transactions in a separate Quicken Account. IRS requires we maintain a record of gross income from PayPal and PayPal fees we are charged. PayPal income is deposited directly into the General Fund. The detail is kept in the PayPal Account. PayPal fees must be broken down by [e.g., committee, major activity within committee, etc.].
3. All transactions must have a Tag for reporting purposes. Tags allow the club to run reports for an event that has expenses over multiple years. Example DSA-2026 or DSR-2026.
4. Income and expenditures will be recorded by category [e.g., committee, major activity within committee, etc.] In Quicken categories are built with the event listed first then whether its an expense or income and what the general type is. For instance, Concurrent Specialty Expense:Trophies or Concurrent Specialty Income: Grooming
5. Provide monthly and year end treasury reports to the club. These reports will be in the SamOGram and maintained on the Website in the Member's area in the Financial Folder and in the Treasurer folder on Google Drive. The reports need to include at minimum the monthly income and expenses report, and a transaction

report.

6. Maintain reports, throughout the year, that track committee income and spending so the club knows the source of its income and expenditures.
7. Prepare the calendar year income and expenses report and provide to the club's tax accountant to prepare the Federal 990 Tax return. Federal Form 990 is due May 15th of each year and must be prepared by the Treasurer holding office during that tax year. Also, provide the tax accountant a listing of the officers and board members who held office during that tax period. Provide name and address information.
8. Reimburse members for club related expenses.
    a. No reimbursement will be made without a receipt.
    b. Receipts will be attached to the Quicken line item.
9. Send dues notices to club members in November. Dues notice will include option to continue on the Website Breeder's directory or opt out.
    a. All membership dues payments will be reconciled to the current membership roster as soon as the deadline for payment has passed to ascertain that all dues have been received.
    b. Website Breeder's directory will be updated at this time.
10. Submits annual report to the Colorado Secretary of State to report the status of the club. The Treasurer should be listed as the registered agent on this report. Current Cost is $25 check accompanies this report and is filed online. This form is due between January 12th and May 12th of each year.
11. https://coloradosos.gov/biz/FileDocSearchCriteria.do?quitButtonDestination=BusinessFunctions&_gl=1*1nowdb6*_ga*ODY5ODYzMjA1LjE3Njk0Njg4NTA.*_ga_JDK6PLVHDW*czE3Njk0Njg4NDkkbzEkZzEkdD E3Njk0Njg4NzAkajM5JGwwJGgw
12. Select a club member to Audit the records at the end of the year.
13. In accordance with the Document Retention Policy
    a. Maintain copies of any Colorado State documents such as:
        i. Name Change document to Denver Samoyed Association, Inc., 12/17/1986.
        ii. Articles of Incorporation (Original club name – Denver Metro Samoyed Club, March 12, 1974)
        iii. State Annual reports
        iv. Non-Profit Certificate
    b. Maintain am electronic Treasurer's record containing the following items:

Document	Location	Time Frame to be kept
Articles of Incorporation	Website Members Area Forms	Permanent
Receipts turned into club for reimbursement.	Quicken attached to line item	5 years if not kept electronically

Bank statements. Kept electronically by bank	Can be retrieved from Bank These are current kept within the club in Google Drive Treasurer Folder	2 years
Bank documents pertinent to the club's accounts.	Google Drive Treasurer Folder	Permanent
Committee Chairpersons estimated budgets and year-end financial activity reports submitted by .	Google Drive Treasurer Folder, Website Treasurer Folder	3 years
Periodic Reports	Google Drive Treasurer Folder	Permanent
Checks presented to club for Mobile Deposit	In Bank bag	1 Month until next Bank Statement date
Calendar year income and expense report	Google Drive Treasurer Folder, Website Treasurer Folder	7 years
Monthly year income and expense report	Google Drive Treasurer Folder, Website Treasurer Folder	3 years
Federal 990 Tax Return	Google Drive Treasurer Folder	5 years (IRS says keep 3 years from date of filing)
1099 forms presented to club	Treasurer Files	5 years (IRS says keep 3 years from date of filing)
Copy of Pertinent correspondence with club's tax lawyer, including bill for tax preparation services.	Google Drive Treasurer Folder	5 years

Process for Transition to New Treasurer

The following businesses need to be notified, and procedures followed before the new treasurer takes over the books (at the January meeting):

Banking Institution – (Currently PNC, https://www.pnc.com, 888-762-2265)First Bank merged with PNC in June 2026

- A current signer and the new treasurer need to go to the bank together. A copy of the meeting minutes showing the new treasurer was voted in as treasurer is needed.
- New Treasurer will need to complete an initial form to become a bank customer if they are not already a customer.
- A new Bank Debit Card will need to be issued to the New Treasurer
- A minimum of two signers should be on each bank account held by the club. Current positions are Treasurer and President. Remove any signers who are no longer in these positions and/or are no longer Officer or Board members.
- New treasurer will need to setup their own online access. www.pnc.com With PNC both signers need to have online accounts

Tax Accountant

- Bret Weigle, Weigle & Weigle Accounting Company, 970-356-2374, 1019 9th Street Greeley, CO needs to be notified of change in treasurer. To include name, address, email and phone number.
- NOTE: The treasurer who was in place during a calendar year needs to do the

taxes for that year

Insurance Company – (Currently Equisure, Inc., 3000 S. Jamaica Court, Suite 210, Aurora, CO 80014, 303-614-6961, , www.equisure-inc.com) needs to be notified of new treasurer's name and address.

- Liability insurance is paid annually for a policy covering September of the current year to September of the following year. The Request to Renew is sent out 60 days in advance. The email address they have is DenverSamoyed@gmail.com
- Agility Trial , FastCat Test and Local Specialty events require a Certificate of Liability Insurance document. Certificates of Insurance are requested by going to their website. At the very top there is a link to Request a Certificate. Complete this form and the COI will be sent to the email address they have on file. This can be done when the annual invoice is paid or as needed.
    - The insurance company can fax and will also send a hard copy of the certificate upon completion. Make sure the committee chair, or treasurer retains a photocopy of this certificate on file in their records. Setup dates must be included in the COI.
    - Agility Trial: Boulder County Fairgrounds 9595 Nelson Road, Longmont, Colorado
    - Local Specialty: Douglas County Fairgrounds 500 Fairgrounds Drive | Castle Rock, CO 80104
    - FastCat: Jefferson Animal Control, Arapahoe Park, 700 Jefferson County Pkwy #160 Golden, CO 80401

King Soopers – Gift Certificate Department, 303-698-3403

- Process as of 2026 is to email rewards @ KingSoopersCommunityRewards@kingsoopers.com to provide new information.
- Provide new treasurer's name and mailing address, so they can change account information
- King Soopers maintains an actual account for each customer.

PayPal – Transfer of ownership

- New Treasurer must complete ownership edit on PayPal website in the account under Profile.
- Original Transfer will take 5 days to be approved
- This must be done for both DenverSamoyed@gmail.com and SamoyedRescue@msn.com