

Oregon High School Equestrian Teams, Inc.

District Treasurer

Standard Operating Guidelines

Treasurer Expectations

- The District Treasurer should know and understand generally accepted accounting principles. The treasurer must have the ability to communicate orally and in writing and participate as a district leader and member.

Responsibilities

- Responsible for all financial matters related to district income and expenses.
 - Prepare an annual district budget and forward it to state treasurer by October 1st of competition year.
 - Fundraisers
 - Proceeds from fundraisers should be counted by two people at the time and place of event, if possible, prior to being deposited. Cash received from teams or others should be receipted.
 - Bank deposits
 - Timely processing of monies for deposit.
 - Maintain copies of all supporting documents related to deposits.
 - Monthly Bank Reconciliations.
 - Maintain a positive balance in accounts.
 - Bill payments – Accounts Payable
 - Timely processing of bills.
 - Never issue checks unless the account has the funds to cover the expense.
 - Review all invoices, ensure the expense is allowable under the approved budget or approved by the district.
 - Prepare checks and have a district officer with signing authority sign the checks. The treasurer should not be a signer on the account.
 - Debit cards are allowed, but must be set up at bank to not allow cash back or the ability to obtain cash from an ATM. When debit card is used, the purchaser must get receipts and all original receipts must be turned into the treasurer in a timely manner.
 - Credit cards are not allowed at any time.
 - Maintain copies of all supporting documents related to every expense payment, this may include, but is not limited to invoices, email messages, receipts, etc.
 - No district officer is allowed to sign checks when the check is payable to themselves or their family member.
 - Funds can't be paid to team/coaches/advisors/parents/athletes unless it is to reimburse for allowable OHSET expenses.
 - Responsible for keeping all district financial records.
 - Review monthly bank statements and check registers of teams that utilize the OHSET tax identification number. .
 - Responsible for reporting all financial information to the district.
 - Monthly detailed bank account activity reports.
 - Monthly detailed deposit activity reports.
 - Other financial reports as requested.
 - Responsible for reporting all financial information to the state.
 - Prepare monthly financial reports and forward them to the State Treasurer.
 - Contact the OHSET State Treasurer with questions as needed.

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- If the district dissolves or becomes inactive, the district treasurer will turn all remaining funds and inventory to the State Board to be used or held depending on the circumstances and the State Board's directive.

Transparency is critical to the success of this position. Timely reporting, accurate accounting, and suitable back-up documents are all important elements. Organization, attention to detail, and the ability to communicate the expectations for transactions is also important to the district treasurer's success.