



Iron Range Hockey Association
P.O. Box 105
Negaunee, MI 49866
www.ironrangehockey.com

BOOKKEEPER POLICY
ADOPTED: APRIL 8, 2020

The bookkeeper will be approved by the IRHA Board of Directors as either an administrator, contracted service or individual person. The bookkeeper will only assume the following specified duties of the IRHA Treasurer and such duties will not contradict the By-Laws of the Association:

Reference:

By-Law Article V, Section 11

By-Law Article VII, Section 2

By-Law Article IX, Section 6

The Bookkeeper

- May sign on behalf of the Treasurer on fund withdrawals according to Article VII, Section 2
- May deposit all funds on behalf of the Treasurer
- Shall have a key for container in arena
- Shall prepare a list of bills for the Board of Directors approval at each regularly scheduled board meeting
- Shall prepare a Treasurers Report and Budget Performance for each regular board meeting or, on occasion, applicable committee meetings
- Shall work directly with contracted firms for:
 - IRS 1099s and W-2s
 - Provide copies of the books for purposes of Tax obligations
 - Administering the books for purposes of fiscal year activities
- Shall have a key to the US Postal Service PO Box for purposes of organizing the expenses and income of the Association
- Shall have an IRHA credit card with authorization to purchase office supplies
- Shall have access to programs used for IRHA member registration for financial purposes and transactions
- Shall have access to financial institutions and websites