

Punta Gorda Isles Fishing Club

Treasurer

Job Description

Duties include the following:

1. Overseeing and monitoring financial affairs.
2. Maintaining a record of all financial transactions.
3. Presenting a monthly report at each Board and general meeting of all receipts and expenditures of the club.
4. Preparing financial reports for submission to the PGICA as requested.
5. Refunding expenses incurred by PGIFC members. Refund requests must include proper documentation (i.e. receipts).
6. Dispensing written receipts for any cash monies received.
7. Advancing funds to Social Director (and/or any PGIFC Board members) for up-coming events as needed.
8. Depositing collected funds in a timely manner.

Revised: 5/15/2024