

# MORRO BAY ART ASSOCIATION

## Treasurer Responsibilities

1. Check with Chase Bank on-line daily for abnormalities, i.e. unusual deductions.
2. Pay monthly utilities on line and record on schedule for bookkeeper.
3. Make deposits of cash/check sales, then place in bookkeeper's folder.
4. Indicate on each Sales slip the artist' commission payable with check # and date, then place in bookkeeper's folder.
5. Update schedule of artists' payments for tracking for taxes. (Excel spreadsheet)
6. Obtain file of W-9's for artists.
7. Issue checks as directed by President/Board.