

## **ASSOCIATION MANAGER MONTHLY DUTIES**

August 1 – Prepare for the new season. File Form 990-N with IRS. Prepare records for annual audit. Renew Liability and Officers and Directors Insurance. Send high series and high game report for IWBA members to state office.

August and September – Process leagues as they are received. Provide receipts for dues, League Certificate and listing of league bowlers to secretaries as leagues are processed. Process awards as they are received.

October – File quarterly tax report and send check to IRS. Help with Hall of Fame as needed – order inductee’s gifts, name plates for plaques, compile and print booklet. Continue processing leagues, bowlers and awards. Hold Seniors Tournament. Prepare for Annual Tournament(s).

November – Continue processing leagues, bowlers and awards.

December – Prepare for Elite 8 Tournament. Continue processing leagues, bowlers and awards.

January – File quarterly tax report and send check to IRS. Furnish W-2 to paid employees. Continue processing leagues, bowlers and awards. Help with Elite 8 Tournament and Mixed Tournament. Upload back-up to USBC.

February – Continue processing leagues, bowlers and awards. Prepare for Women’s Tournament.

March – Prepare for summer season. Continue processing leagues, bowlers and awards. Send requests for final averages, along with notice of Annual Meeting. Prepare for Open Tournament.

April – Continue processing leagues, bowlers and awards. Enter final averages as they are received. File quarterly tax report and send check to IRS.

May – Continue processing leagues, bowlers, awards and final averages. Prepare for summer season when first summer league application is received.

June – Continue processing leagues, bowlers, awards and final averages. Order supplies for next season. File required incorporation forms with State of Illinois.

July – Prepare average book and packets for workshops(s). File quarterly tax report and send check to IRS. Hold workshop(s). Upload back-up to USBC.

Monthly – File withholding information with Illinois Department of Revenue and authorize bank withdrawal.

Additional duties: Deposit all funds within 7 days of receipt. Sanction tournaments as needed and file prize report when prize checks are distributed. Furnish complete financial statements at all Board of Directors meetings and Association Annual Meeting. Order additional supplies (awards, sanction applications, etc.) as needed. Reconcile bank accounts monthly with QuickBooks. Work with leagues and with USBC to resolve problems with memberships. Perform any other duties assigned by the Board of Directors.