

## Analysis and Recommendation Regarding the Treasurer's Functions

Recommendation: Make a 6 month interim plan which may include the following:

1. Contract an outside bookkeeper to do all the Treasurer's functions that can be done by a bookkeeper
2. Distribute the tasks that may be done by staff among the present staff (Monitor and assess)
3. Have the Finance Vice Chair (FVC) cover the critical finance functions previously the Treasurer's.
4. Have the FVC designate staff (e.g. Cindy) to do the entries for security with the bank (How many checks /week or month need entering?)
5. Consider developing further process improvements to reduce back-and-forth interactions with "customers" (clubs, coaches, meet directors, parents, etc). For example, expand the use of invoices.
6. Run this as a trial for 6 months (while gathering data of what needs adjusting, what is working and what isn't).
7. Monitor progress during the 6 months, gathering information for an end of the trial assessment, for development of an educated path forward.

### Rationale:

Attached is a spreadsheet with allocation of resources developed from Mary's document of the Treasurer's Functions. It is color coded: **the bookkeeper**, **staff**, **Finance Vice Chair**, **Cindy Rowland**. I color coded Mary's document (also attached) so you can check that all tasks are allocated and the recommendations are almost all the same as Mary's.

1. The bookkeeper was assigned all the specific accounting tasks, maximizing the use of the bookkeepers professional skills. This will also minimize the impact on staff, (least amount of increase in duties and time). Work flow was a major consideration.
2. If we are **paying for the position** I advocate **contracting a professionally trained and skilled person for the bookkeeping tasks**, expecting they will be more efficient, require minimal training in our bookkeeping and accounting tasks and ultimately be the most cost effective. We pay a little more but get it back in expertise and efficiency.
3. This minimizes start up training – our present staff understand swimming and do not have to be trained to understand swimming, and the bookkeeper already has the needed technical skills. A “new hire” requires training in bookkeeping, accounting, and how we do “swimming”.
4. Hiring is going to take significantly more time than contracting a bookkeeper. Trying to fill open positions in all jobs (teachers, health care workers, skilled service providers) has been extremely difficult at this time.
5. Contracts are easily terminated, and this gives much more flexibility in terms of adjusting the position(s) and determining what the “best” structure should be.