

CYPRESS BAND AND PAGEANTRY BOOSTER CLUB

JOB DESCRIPTION: *Treasurer*

1. Keep a legible and accurate record of all financial transactions.
2. Collect all monies and deposit them in the Booster Club bank account.
3. Present a budget for approval of the general membership at the June meeting.
4. Make only those disbursements approved by the membership and/or the officers.
5. Prepare a monthly written report detailing all receipts and disbursement transactions. This report becomes a part of the recording secretary's minutes and a copy of this report must be available at the general meeting.
6. Submit a quarterly report detailing expenditures and reviewing budget projections for the remainder of the year.
7. File all cancelled checks and remittance sheets.
8. Serve as chairperson of the Budget & Finance committee. The President-elect, Vice President-elect and the Treasurer-elect will serve on the Budget committee.
9. Serve as a member of the Ways and Means committee.
10. Be authorized to co-sign on Booster Club accounts.
11. Oversees the Individual Accounts.
12. Call special meetings.