

TREASURER



- Keep a register of deposits and credits to the SA Boosters Football account. Ensure that the register is in synch with the balance of the SA Sports Booster's treasurer. Reconciliation should be completed monthly.
- Collect invoices from vendors, and receipts from parents needing reimbursement for items purchased.
- Send check and deposit requests to the SA Sports Booster's treasurer. Timing guidelines for all requests should be within 24 hours of receipt.
- Ensure that no unauthorized expenses are incurred by following protocols set forth by the President and SA Sports Boosters Advisory Board.
- Obtain approval from the President for all items purchased. In the President's absence, Vice President approval will suffice.
- Submit a detailed financial statement from the preceding month(s) for review at each Advisory Board meeting.
- Prepare and submit an annual budget and statement of cash flows for approval by the BFAB.
- Work with President to develop both short and long-range expenditure analysis plans.