

## **PACK 89 TREASURER**

Maintains the finances of the Pack and collects and dispurses funds accordingly. The Treasurer maintains a budget, and reports it at each Pack Committee meeting.

### ***Committee Treasurer Duties:***

- Help the Pack Committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Maintain checking account and arrange for all transactions to be signed by any two of the Cubmaster, Pack Committee Chair or Treasurer (no relatives).
- Record each money transaction with the date, who from, purpose, amount and any additional detail as would be requested in the future.
- Check all disbursements against budget allowances and pay bills by check.
- Maintain Scout Accounts. Enter all income and expenditures in the Pack Ledger program. Keep copies of all 'Scout Account Withdrawal Forms' and receipts. Send statements to individual scouts quarterly.
- Keep detailed records of all monies paid for registrations, camping trips, fundraisers, field trips, dinners, etc.
- Attend monthly Committee meetings or send someone in place.
- Prepare and present monthly financial report at Committee meetings.
- Report to chartered organization as often as desirable on the financial condition of the pack.
- Keep detailed financial income and expense records to help in budget forecasting.

*Adopted by the Pack Committee on 04/05/2004*