

## **Treasurer Duties**

The duties of the treasurer shall be to keep records of all income and expenses of the campout and to work with the committees on their budgets.

This consists of:

- A. Setting up a set of books that meet the MSA standards and requirements. This is to be provided by the MSA Treasurer at the same time as the budget.
- B. Work with the committees to develop procedures for handling income and payment of expenses, within MSA guidelines.
- C. Establish a local bank account and obtain a night depository box key if possible for use on Friday and Saturday of the campout.
  - A. Due to homeland security requirements in opening a bank account and the fact that our MSA Treasurer is bonded, the MSA Board strongly suggests working with the MSA Treasurer for depositing campout monies and paying expenses.
- D. Pay all expenses by check when accompanied by a proper bill or receipt. It is recommended that few, if any, checks be written during campout weekend.
- E. Work with the Campout Chairperson and committees in adjusting the budget to meet their needs.
- F. Work with the Campout Chairperson in the preparation of the final report to the MSA Treasurer.
- G. A final copy of the report also goes to the MSA Budget Coordinator.