



Grad Night Boosters  
18627 Brookhurst Street  
Box 120  
Fountain Valley, CA 92708

Job Title: Treasurer

#### Description of Duties:

1. Attend all the Executive and Extended Board Meetings.
2. Work with the President on the Budget for the Year.
3. Work with the Tax Consultant to complete our Taxes.
4. Work with Entertainment Chair on the deposits that are needed.
5. Work with the Food Chair on the deposits that are needed.
6. Work with Ticket/Registration Chair on the Ticket Sales Coming in.
7. Work with Prize Chair on donations coming in and deposit.
8. Deposit and reconcile the Bank Statement every month prior to the meetings.
9. Deposit the Bingo Checks.
10. Work with the Scrip person from Campus and be sure that the monies are going to our account.
11. Reimburse the Chair members by having them completely fill out the reimbursement forms.
12. Reconcile the monies coming in from Omella from the ticket sales.
13. Work with chair members getting closer to the event on the remaining funds needed to go out.
14. Work with Prize chair on getting the breakdown of the monies for the cash booth and the cash prizes – order from the bank – 10 days prior to the event.
15. Work with Ticket/Registration on the refunds or the monies that came in that night.
16. Reconcile the budget by June 30<sup>th</sup>. This is when we need to close our books.

#### Time of Service Dedication:

1. Attend all the Meetings.
2. Balance the Bank Statements and Check Book all year.

3. Order monies prior to event for the Prize Chair
4. Reconcile for the closing.