

# Treasurer

The Troop Treasurer maintains all troop finances, collects dues and fees, and pays troop bills. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

Reports to: Committee Chair

Duties:

- Handles all troop funds. Pay all bills on recommendation of the Scoutmaster and authorization of the troop committee.
- Maintain checking and saving accounts.
- Supervise Scout Accounts.
- Keep appropriate records related to troop funds.
- Work with Recharter Coordinator to collect and record annual dues.
- Work with Fund Raising Coordinator to account for monies earned during fund raisers and track scout account credits earned.
- Work with Membership Coordinator to process registration of new scouts and adult leaders.
- Work with Outdoor/Activity Coordinator to make necessary payments for camping/activity reservations.
- Collect Summer Camp payments and remit funds to council office for camp reservations/payments.
- Needs to attend most troop meetings.
- Report to troop committee at each committee meeting.

# Assistant Treasurer

Assist the Treasurer as needed and requested. For example, could assume the responsibility for tracking Scout Accounts, Summer Camp Payments etc.

Reports to: Treasurer