

## Treasurer

### Basic responsibilities:

1. Maintain the checkbook: paying bills (which includes being at the banquet), making deposits, balancing the account, and occasionally collecting on bad checks.
2. Prepare budget and financial statement with income and expenses and report to booster club.
3. Try to maintain two signers on the checking account. Coach Hanson has the debit card to use for baseball expenses.
4. Keep track of receipts, reimburse parents or coaches when needed, help count money during fundraisers, and attend booster club meetings.