

Pack 204 Treasurer Annual Schedule



August – June

1. The Treasurer is a key Pack Committee member and should try to attend all Leaders' meetings August through June.
2. Produce a monthly financial transaction activity report in Quicken to be reviewed at the Leaders' meeting.
3. Accept expense receipts and reimburse Pack members for approved expenditures.
4. Manage the Pack's checking account, keeping accurate and detailed transaction records in Quicken.
5. Help coordinate money handling for Pack activities. Parents make payments to the Pack and the treasurer writes a single check for the event.
6. Be available at Pack events (e.g. Skateville, Grand Slam, and Blue & Gold food) to make payment for the event.

May

1. Prepare a year-end report showing actual spending to budget for the year.
2. Prepare preliminary budget for the next school year. Use the previous year's budget as a guide.

June

1. Review year-end report and budget at monthly Leaders' meeting.
2. Revise and publish budget as agreed at meeting.

July

1. None

August

1. Work with Pack Committee on finalizing annual calendar and to be sure it is in-line with the budget.
2. Work with Pack Committee to set the wreath sale fund-raising financial goals.

December - January

1. Complete deposits and expenditures for the Pack wreath sale.

Pack Account

Besides the Pack checking account, the Pack keeps a small account (non-interest earning) with our Council. The details of the use of this account are as follows:

- The Council will hold funds of the Pack's that can be used to pay for small expenses that periodically arise; reducing the number small checks between the Pack and Council.
- The Pack has kept this account funded to as much as \$150 and it has usually been replenished when it gets down to the \$20 range.
- This account is used by the Committee Chair and is handy when one or two new leaders or boys register. The CC submits the paperwork to the Council office with a note instructing them to take the registration fees from the account. This lessens the time and effort overhead of the Treasurer in writing checks.

- We don't use it for the large groups of registrations that we get in the fall or in February when we re-register the entire Pack. Specific checks are issued for the larger amounts.
- This isn't a credit account and shouldn't go negative. It is the Pack's money and is just used to simplify cash-flow.
- When the account gets low (\$), have the treasurer issue a check to Indianhead Council/BSA (soon to be Northern Star Council/BSA) and send it to the Council with instructions that it is to be applied to our Pack account.