

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.