



Treasurer Duties:

- Must always know the amount in the checking & savings account
- Keep track of all expenditures
- Fill out & keep track of all Reimbursement Forms with attached receipts
- Always make deposits through bank teller
- Deposit checks immediately
- Write receipts for everything (i.e. t-shirts, polos, regalia items)
- All major expenditures must be approved by entire executive board & in some situations B.E.S.O.
- Make sure there is always enough money in both accounts
- Make monthly \$100 transfer from checking to savings account
- During any fundraising event treasurer must always have cash box, key, & twenty \$1's
- Maintain Treasurer binder up-to-date and organized

The treasurer's top priority is to always keep track of the checking and savings accounts. The checking account must always have money so it will not interfere with the monthly \$100 transfer from the checking to savings account. This transfer has to occur monthly to avoid any bank fees. Another important duty is the monthly treasurer report. The treasurer report must have an accurate total on amounts spent for items purchased, amount fundraised, and donations received. All members have a right to know what the B.E.S.O. money is being used for and the status of the account at any time. If the organization makes any purchases it must be reported to all members at the meeting. In some situations the treasurer might have to propose any large expenditures to the members so it may be approved. When the President had to attend a conference in San Antonio, the treasurer has previously asked members if it was ok to debit \$100 from the account to cover trip fees on behalf of the organization. The Reimbursement forms must be completed by the Treasurer and a receipt must always be attached. In some situations if other executive board members make purchases for the organization then the Treasurer is allowed to reimburse them with cash as long as they have a receipt as proof of purchase. If it is a huge fundraising expenditure, then it must be approved by the President. Currently, the organization's advisor, Dr. Jacqueline Romano holds the power to make money transfers, therefore a constant communication between the Treasurer and Advisor must be made.

The trips to the bank will be a primary task for the Treasurer so they will have to get familiar with the local bank and bank teller. When the Treasurer receives any cash or check, a receipt must always be made to members in order to keep track of all payments. Executive board members will also have their own receipt books in order to allow them to write receipts and keep constant bookkeeping. The Treasurer must keep track of all B.E.S.O. members that have paid their dues along with the Records Officer. Deposits have to be made on a daily basis, especially with checks, to avoid any bank fees or bounced checks. Whenever a member or donor gives the organization a check, the Treasurer must verify that it has been made out to "BESO UNT DALLAS." In order to comply with campus rules at all event, especially fundraisers, the Treasurer must always have the cash box, key, and 20- \$1's inside. The Treasurer should always be in charge of the cash box at any and all situations, however if for some reason the Treasurer cannot be the present then only another executive board member can handle the cash box. Also, when the organization orders both polo shirts and t-shirts the Treasurer must keep track of how many were sold or donated to ensure if the organization is breaking even, gain, or how much was lost. The Dean of Education will always receive a free organization t-shirt or polo and they are forever a B.E.S.O. member. At last, the Treasurer binder must remain up-to-date, hold all reimbursement forms and finance reports.