

TREASURER

Treasurer's Job Description

A GOOD TREASURER KEEPS MEMBERS INFORMED OF THE FINANCIAL CONDITIONS OF THE HI-Y.

THE TREASURER . . .

- Prepares a budget of how the HI-Y is to operate financially
- Takes a leadership role in fund-raising activities
- Insures that fund-raising and expenses are in keeping with the HI-Y purpose
- Maintains high standards of personal character.

THEREFORE, THE TREASURER MUST BE HONEST AND ACCURATE.

HERE ARE YOUR DUTIES:

- Attend meetings of the Executive Committee.
- Prepare, with the help of the Executive Committee, a budget.
- Serve as Chair of the Finance Committee.
- Keep an up-to-date record of all income and expense.
- Be responsible for the collection of dues.
- Prepare the APPLICATION FOR AFFILIATION and submit by October 20.
- Present a Treasurer's Report at Executive Committee and HI-Y meetings.
- Take responsibility for the planning and completion of all fund-raising projects.
- See that your HI-Y raises **at least** enough money annually to pay for your Advisor's expenses in taking members to conferences.

THE TREASURER, WITH THE HELP OF THE FINANCE COMMITTEE, KEEPS YOUR HI-Y "ON ITS FEET" FINANCIALLY.

HERE ARE SOME "TIPS" ON HOW TO BE AN EFFECTIVE MONEY MANAGER:

- Plan fund-raising projects that are effective, and do not detract from doing service.
- When collecting membership dues, set the deadline before the HI-Y Leadership Center due date of October 20, so that you can have ample time to get everything in on time.
- Use the forms in this section to help you keep **accurate** financial records.
- Give receipts to everyone who gives you money for dues, etc.

Treasurer Instructions for Finance Forms

1. Review financial records from last year. Keep good records for next year's treasurer.
2. Fill in the first column of the Budget Form.
3. Based on # 2, and considering your HI-Y's plans for this year, estimate your income and expense on the right column.

If your expenses are greater than your income, you must eliminate or reduce expenses, find additional income, or both.

Your proposed budget must have more income than expense or at least be in balance with expenses and income equal.

Present your budget to the Executive Committee before school starts. They may have helped develop the budget and you may have involved the Finance Committee too.

Before school starts find out how much money your HI-Y has. Ask your advisor or school.

Using the "Financial Statement Form" fill in the date and beginning balance. Use this form anytime you need to make a financial report to your HI-Y.

School based HI-Ys may have forms provided by their school treasurer.

The Daily Financial Report allows you to keep a written record of income and expense.

Helpful Hints

- a. Be sure your Constitution's By Laws include a policy on who is authorized to spend money and the procedures to follow.
- b. Get and keep all receipts when depositing money.
- c. Require receipts before reimbursing anyone for a purchase made for your HI-Y.
- d. Stay ahead of expenses . . . have more income than expense.
- e. Get and keep receipts for every purchase.

HI-Y Budget Form Information

Income

4. Membership Dues - total taken in for membership, it should include Affiliation Fees from members.
5. Contributions - money given to your HI-Y as gifts.
6. Activity Fees - money you collect for conferences, special events, etc.
7. Money Raising Projects - money raised from fundraisers.
8. HI-Y Missions - money raised or donated for HI-Y Missions.
9. Other Income - money from other sources, identify the source.

Expense

Affiliation Fees - \$10 per member and \$10 per HI-Y (check with the HI-Y Leadership Center for any changes).

Conferences - Budget money for your Advisor(s) expenses and the cost for members to attend.

Program - Cost of program supplies and materials.

Projects - cost of any projects.

Supplies - secretary's paper, envelopes, postage; Historian's scrapbook, photography, other supplies needed for your HI-Y.

HI-Y Missions - Your HI-Y pledge.

Other - costs not identified above, be specific.

Budget Form

Budget for _____ HI-Y

Budget Period _____ Treasurer _____

	Actual Last Year	Proposed Budget
INCOME		
1. Membership Dues		
2. Contributions		
3. Activity Fees		
4. Money-Raising Projects		
5. Other Income (itemize)		
TOTAL INCOME		
6. Affiliation Fees		
7. Conferences		
a. HI-Y Leadership Camp		
b. HI-Y Fall Conference		
c. HI-Y Model United Nations		
d. HI-Y Youth in Government		
e. Other (list)		
f. Cost for Advisor(s)		
8. Program		
a. Books, manuals		
b. Speakers		
c. Special Events		
d. Other (list)		
9. Projects		
a. School		
b. Community		
10. Supplies		
a. Secretary		
b. Historian		
c. Postage		
d. Photography		
e. Other (list)		
11. HI-Y Missions		
12. Other (list)		
TOTAL EXPENSE	\$	\$

Financial Statement

HI-Y _____ For the Period _____

Today's Date _____ Treasurer _____

A. Balance at Start of Period

A. _____

B. Income During Period

Membership Dues _____
Contributions _____
Activity Fees _____
Money Raising _____
HI-Y Missions _____
Other _____

Total Income

B. _____

C. Total Cash for Period (A + B = C)

C. _____

D. Expense During Period

Affiliation _____
Conferences _____
Programs _____
Projects _____
Supplies _____
HI-Y Missions _____
Other Expenses _____

Total Expense

D. _____

E. Balance at End of Period (C - D = E)

E. _____