

IMPORTANT DUTIES

What are your responsibilities as Student Treasurer?

1.) Prepare Deposit Slips

- ✓ Money collected must be turned into Mrs. Ferris within (3) school days from date collected!
- ✓ Make sure deposit slip is completed (including signatures)!
- ✓ Make sure there is detail of what your deposit is for.
 - Dance Worksheet [or](#)
 - Deposit Detail Form [or](#)
 - Spreadsheet including same information

2.) Prepare Payment Order Forms

- ✓ Make sure Payment Order Form is completely filled out.
 - Who is Faculty Counselor?
- ✓ Make sure to complete Payment Order Forms in advance. Mrs. Ferris needs 7-10 days for processing these forms.

3.) Assist in summarizing your "Fundraiser"

- Dance Worksheet [or](#)
- Fundraising Profit/Loss Statement [or](#)
- Spreadsheet including same information

4.) Maintain Account Ledger

- ✓ Make sure each Deposit and Payment Order form is logged on the club's Ledger sheet.
- ✓ Ledgers are reviewed twice per year (December break and end of June). Be sure to send completed notebooks up for review prior to leaving in December and June.

5.) Be involved and learn as much as you can!

If at any time you have questions, ask your Advisor or contact me. If you see me around at school, stop me and I will be happy to help!