

PACK TREASURER

(Timeline: 1-5 Year Position)

Responsibilities:

- Help the pack committee and Cubmaster establish a sound financial program for the pack with a pack budget plan.
- Maintain a bank account in the pack's name and arrange for all transactions to be signed by any two of the Cubmaster, pack committee chair, secretary, or treasurer.
- Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. The pack committee chair should approve bills before payment.
- Collect any registration fees the Pack requires.
- Keep up-to-date financial records. Reconcile bank statements. Give leadership in developing a coordinated record-keeping system for the pack.
- Periodically report on the pack's financial condition at the monthly pack leaders' meeting. Make regular monthly reports to the pack committee at the pack leaders' meeting, and report to the chartered organization as often as desirable on the financial condition of the pack.
- Provide petty cash needed by leaders. Keep a record of expenditures.
- Make necessary bank deposits.
- Guide the pack in conducting council-approved pack money-earning projects.
- Renew Pack Insurance annually. Provide copies of the policy to Pack Den Leaders for Summer Camp registration.
- Periodically attend Roundtable meetings.
- In Charge of Prize Jar.

