

Co-Captain of Finance Duties and Details

Check PO Box for bank statements and bills

Pay bills on time

Keep checkbook balanced

Make deposits

Keep important documents organized
(title to float, Tax ID, extra checks)

Handle taxes/non-profit form
(Fiscal year end April 30th, get tax info to Brad Casiday by June 1st)

Keep organized records, statement up to date, balanced budget

Give monthly finance updates to board via email

Give finance budget updates @ all meetings
(to be prepared before meeting and distributed via email)

Keep record of all payments
(dues, t-shirts, flags, beads, etc.)

Make sure all committee chairmen have check request forms

Collect receipts for reimbursements

Present annual year end statement to Board
Have available for members @ Summer Social
Provide Co-Captain of Krewe Relations w/year statements immediately following
4/30

Work closely w/Captain, Co-captain of Krewe Relations & Co-Captain of Krewe Events, &
Committee Chairmen to agree on budgets & stay on budgets

Train new Co-Captain of Finance on all details at end of term(March-April 30th)

Updated 2008