**Calico Cut-Ups**

**Treasurer Job Description**

1. Treasurer will be the custodian of all CCU funds, deposit them in the CCUs bank account and disburse funds per budget.
2. Be a signatory on the Calico Cut-ups checking account
3. Cut checks for payment and refunds as needed. Have each check counter-signed by another signatory. Any amounts over budget must be approved by the Board.
4. Record all payments and receipts appropriately.
5. Prepare the semi-annual Chapter Financial Recap report to AQG. After having it reviewed by the President or another board member, and submit it to AQG on time.
6. Chair the Budget committee and organize the Annual Audit.
7. Treasurer will make oral and written reports of receipts and disbursements at all business and board meetings, itemizing current bank balance, income and expenses.