

## TLSSC Treasurer

**Scope:** The Treasurer is responsible for accounting for all cash receipts and disbursements related to the Tre Lag Stevne. The Treasurer is selected by the TLSSC and works with information from the Registration Committee.

### Responsibilities:

1. Establish a bank account in the name of Tre Lag Stevne.
2. Receive and account for registered individuals and checks received from the Registration Committee.
3. Deposit all monies received in the bank account.
4. Pay all bills by check from the established bank account.
5. Disburse or bill to the three lags (if expenses exceed receipts) at the direction of the Steering Committee for the maintenance of a working account balance of \$300 from each Lag.
6. Provide a summary of expenses and revenues for each year's stevne for presentation to the TLSSC at the first meeting following the stevne.
7. The Treasurer will arrange for an audit of the books to be conducted by a representative of each of the lags (i.e., the lag treasurer). Such audit will take place at the following stevne.