

## **Blackberry Jam Festival Volunteer Position Description**

**Position name:** Committee treasurer

### **Summary**

The Treasurer maintains all committee financial records, in accordance with L.R.C. Sec. 2.901.

### **Responsibilities**

- Collects and submits invoices for festival supplies to the City Clerk for payment.
- Tracks all festival expenditures to ensure the festival remains within budget.
- Tracks all sponsorship and registration revenues. Prepares reports on festival revenues for reporting to the City Clerk and committee.
- Turns in a report by the 5<sup>th</sup> day of each month to the City Clerk for the previous month's revenues and expenditures.
- Obtains, organizes, and maintains invoices and other financial information from festival coordinators/sub-committee chairs.
- Turns in all invoices for \$500.00 or less to the committee chairperson for approval.
- Turns in all invoices and contracts for \$500.00 or greater to the City Administrator for approval.
- Obtains, tracks, and secures petty cash from the City Clerk for use during the festival. Turns in petty cash balance and receipts to the City Clerk.
- Turns in all financial records to the City Clerk by August 30<sup>th</sup>.

### **Knowledge, skills, and abilities**

- Must have a personal computer, word processing software, and spreadsheet software to prepare financial reports, communicate with vendors, and communicate with festival coordinators/city staff.
- Ability to use a personal computer for word processing, email communication, and preparing reports.
- Ability to attend all regularly scheduled committee meetings.

### **Deadlines**

- By the 5<sup>th</sup> day of each month: Financial report for the previous month is due to the City Clerk.
- Two business days before the festival: Obtain petty cash for the festival from the City Clerk. Coordinate with the coins in the hay coordinator on the obtaining coins for use in this activity

- August 30<sup>th</sup>: All financial reports and remaining invoices are due to the City Clerk.
- All requests for payment must be received at least 10 days before the check is needed.