

Treasurer

- Responsible for and have custody of all funds
- Chair budget committee and prepare annual budget for adoption by the HOC
- Make disbursements as properly authorized
- Be present at all HOC events where money will be collected
- Assure that HOC policies and best practices are followed with regards to funds
- Prepare financial reports for each meeting and as needed
- Ensure taxes, insurance and other federal/state documents are completed and submitted by the due dates
- Prepare the books for an annual audit.
- **Serve two consecutive years.**