

H.S.A. Treasurer

1. Duties

- Assist H.S.A. board with annual budget.
- Track revenue and expenses for each H.S.A Committee and Subcommittee on excel. Transfer data from office ledger reports provided by business office onto spreadsheets and provide monthly reports to board comparing actual income/expenses to budget.
- Verify all reimbursement requests are completed correctly and submit them to the business office for payment.

2. No subcommittees are under my lead.

3. Current projects: Assisting H.S.A. board with finalizing 2009-2010 Budget.