

## Duties of Treasurer

- a. Be knowledgeable of Article VII (Financial code) of the Bylaws.
- b. Prepare a budget in compliance with the Financial Code and act as Controller for student funds.
- c. Report the ASG financial statements to the Executive Council at the first meeting of every month.
- d. Help originate and organize all student events and fundraisers.
- e. Help promote Associated Student membership and distribution of the AS card.
- f. Remain responsive to the needs of the students of San Diego Miramar College.
- g. Assume the duties and responsibilities assigned by the Associated Student President.
- h. Keep and maintain a current and running balance of all Associated Student Government Accounts, funds, expenditures and profits.
- i. Pay Associated Student Council Invoices and bills in a timely manner.
- j. Assist the Student Affairs office with all travel and major expenditure proposals over \$1000.
- k. Assist Club officers in preparation of check requisitions upon request.
- l. Attend every Associated Student meeting on time.
- m. Oversee all Associated Student budgets.
- n. Oversee and handle all monies raised and/or collected by the ASG.
- o. Be knowledgeable in all budget processes and procedures.
- p. Request/Receive information from the Accounting department on changes in budget procedures, create and maintain a binder on budget procedures and process forms.
- q. Work closely with the campus Accounting department upon request.
- r. Properly fill out and submit all Check Requisitions and any and all monetary requests.

- s. Always have the most current budget standing available for review by the Student Government.
- t. Responsible for seeing all monetary requests from start to finish and make sure they are completed or "closed" in a timely manner.
- u. Give monetary approval for reimbursements and Check Requisitions before they are submitted.
- v. Work closely with the President and advise/discuss if there are discrepancies or issues concerning the budget.
- w. Prepare the following year's budget before deadline and work with the Accounting Department and the Associated Student President in the process.
- x. Responsible for all monies coming in, complete proper forms and deposit monies from fundraising.
- y. Oversee cash transactions at events and maintain change if needed at events.
- z. Advise entire Student Government of all budget issues.
- aa. Keep track of AS membership sales (keep data or spreadsheet with values).
- bb. Keep track of totals of office supplies orders.
- cc. Help organize/plan activities when asked.
- dd. Research and provide a detailed a detailed cost analysis for every event and/or trip for the Associated Student Government upon request by the Associated Student President.
- ee. To attend as many AS events (i.e.: welcome week, conferences, book exchange, etcetera) as much as possible and to help out during these events.