



Job Description 07: **Treasurer**

Basic Responsibilities. The Treasurer is the primary resource manager for the local Scouting program, and is one of the three critical officers in the Pack Committee. As Scouting activities are constrained only by resources and imagination, the Treasurer is critical to devising a strategy for generating revenues and controlling expenditures in order to maintain a vibrant Scouting program in the present and future. He/she maintains the Pack's financial accounts, and is responsible for ensuring the Pack's book-keeping is accurate and represents the Chartered Organization well. The Treasurer also plays a critical role in membership and the annual rechartering process.

1. **Strategy.** Help the Pack develop a budget that generates sufficient revenues to sustain a quality Scouting program, while constraining expenditures to minimize the financial burden on families.
2. **Banking.** Maintain all accounts in the Pack's name and arrange for all transactions to be signed by any two of the following: Cubmaster, pack committee chair, secretary, or treasurer.
3. **Expenditures.** Approve all budget expenditures. Check all disbursements against budget allowances, and pay bills by check. Enlist Committee Chair to approve bills before payment.
4. **Dues.** Collect dues from den leaders, provide receipts for all collected funds, and deposit in the Pack bank account.
5. **Records.** Keep up-to-date financial records and publish in the [Budget](#) folder of the [Sharedrive](#). Enter all income and expenditures using a system approved by the Pack Committee. Ensure book-keeping is accurate and consistent with the Chartered Organization's 501(c)3 obligations. From time to time, compare records with Den Leaders to verify payments and receipts.
6. **Communication.** Make the budget publicly available, and educate Pack and Den Leaders on any how to explain the Pack's financial plan to each family clearly and consistently, so families have confidence in the Pack's transparency, and buy-in to the financial obligations and trade-offs in the Scouting program.
7. **Policy.** Stay apprised of BSA, Council and District level policies on dues, reporting systems and payment structures.
8. **Counseling.** On the request of den leaders, sympathetically counsel families who do not pay dues on time, determine the reason, and encourage regular payment. If unable to pay, work out an alternative payment plan, approved by the Pack Committee.
9. **Reporting.** Report the Pack's financial condition at monthly Committee Meetings, and make available to families and the Chartered Organization a necessary.
10. **Reimbursements.** Provide petty cash or reimbursements to Pack or Den leaders, in accordance with Pack guidelines. Keep a record of all receipts and expenditures.
11. **Fund raisers.** Guide the pack in planning, organizing and executing council-approved revenue-earning projects for the Pack.
12. **Rechartering.** Work with Committee Chair, Membership Chair and Den Leaders to maintain an accurate roster of members and dues paid. Work with CBD staff to reconcile differences with other BSA databases, and ensure timely payment in order to maintain the Scouting program.

Requirements. Effective Treasurers are organized, technically savvy, and communicate consistently with other leaders and families. He/she must have managerial skills to plan, organize and track a dynamic budget; should be familiar with various financial tools and technologies; and effective at articulating complex information to ordinary leaders and families. The treasurer must have the highest standards of integrity and encumber the trust and reputation of the entire Pack.



Cub Scout Pack 637
Arlington, Virginia



Upon assuming responsibilities, the Committee Chair must complete the following:

1. **Register as Scout Leader.** Complete [adult application](#) through My.Scouting.org
2. **Youth Protection Training.** Complete [YPT](#) on My.Scouting.org
3. **Treasurer Training.** Complete [position-specific training](#) on My.Scouting.org
4. **Know each Den and Pack Leader.** Reach out over email or phone to the COR, Cubmaster, Committee Chair, Membership Chair, and each Den Leader, to understand any financial issues and how you can support each other.