

Treasurer/Co-Treasurer

- Provide checks, on a weekly basis, for the purchase of SCRIP.
- Weekly deposit of SCRIP payments.
- Deposit all monies received from the various fundraisers/HSA events.
- Re-deposit of returned checks and collection of related fees.
- Reimburse expenditures incurred on behalf of the HSA.
- Prepare monthly reconciliation statement and fundraising analysis for H.S.A. board and parish accountant.
- Report on status of fundraisers at HSA General Meetings.
- Interface with HSA Vice President regarding commitment matters.
- Provide cash and cash boxes for various HSA events.
- Attend monthly board meetings.
- Attend select H.S.A. fundraisers where excessive cash will be exchanged.
- Attend select parish and school events where H.S.A. representation is necessary.

The Treasurer/Co-Treasurer will decide on the delegation of responsibilities.