



New Mexico Pageant of Bands Function Description Treasurer

Last Revision:
11/8/2017
Reports to:
POB Board

Summary

Perform the tasks, management, reporting and oversight of the POB's finances. In addition, the POB Treasurer is responsible for day-of-event cash management, event credit card point of sale (POS) system and oversight of the POB Merchandise and Ticket Sales Functions.

Roles

- **Treasurer** – Duties include day-to-day payment of invoices, accepting payments, making deposits, transferring funds, creating invoices, maintenance of the chart of accounts, generating financial reports, preparing a budget, filing annual reports with the NM Secretary of State and IRS, and serve as a non-voting ex-officio member of the POB Audit Committee.
- **Cash Manager (Treasurer)** – Arrange armored car courier service, order and obtain seed cash, disburse cash boxes, pull and count cash, tally sources, close out cash boxes, and make or ensure cash deposits.
- **Assistant Cash Manager (POB Rep/All-Day Volunteer)** – Pulls excess cash from cash boxes, assists and is present whenever cash is counted and/or tallied, delivers cash denomination requests and assists in cash box close-out activities.
- **Credit Card POS Manager (Treasurer)** – Configures POB Credit Card POS system with items, prices and “employees” and verifies setup for individual devices.

Pre-Event Procedures

- At least a month before the event, initiate contract with Loomis for cash pickup.
- About a week before the event order a seed cash withdrawal of at least \$3,500 with \$400 in one's and \$3,100 in fives.
- Retrieve from POB storage a generic tamper-proof cash bag and withdraw seed cash the day before the event. Two account signatories must be present. Seal the cash in the bag at the bank.
- Retrieve from POB storage credit card POS readers, cash counter, and cash boxes. Acquire additional cash straps if necessary.
- Prepare cash box tally sheets.
- Confirm pickup with Loomis the day before.
- Determine who will be handling credit card sales and add them to the POS system. Confirm operation of all POS readers and devices.
- Ensure access to the credit card POS system from the Treasurer's smart phone for monitoring and taking care of any unforeseen configuration changes.

Day-of-Event Setup

- Finds APS security person to open office/closet to be used for cash counting. (between men and women's bathroom.
- With the Assistant Cash Manager present, open the sealed bag with the seed cash and place \$300 with \$100 in ones and \$200 in fives in four cash boxes for Ticketing, place \$300 in fives in a large cash box for main (west) Merchandise and \$150 in fives in a small cash box for east Merchandise. Make sure a marked excess cash envelope is placed in each box.

- Deliver cash boxes to Ticketing and Merchandise Reps/All-Day Volunteers, instructing them to place excess cash in the envelopes under the cash tray which will be retrieved periodically throughout the day.
- Ensure each person accepting credit card sales is properly functioning, adding new “employees” as needed from your smart phone.

Day-of-Event Tasks by Role

Cash Manager Tasks

- Accept excess cash envelopes and in the presence and with the help of the Assistant Cash Manager, count the contents of the envelopes and record on the appropriate cash box tally sheet.
- Throughout the day, count available cash using bill counter and strap in bundles to facilitate deposits. Set aside bundles of ones and fives for denomination requests.
- Make a mid-day deposit if needed.
- Close out cash boxes as functions close.

Assistant Cash Manager Tasks

- Be present and assist the Cash Manager/Treasurer whenever cash is being counted.
- On a periodic basis (e.g. hourly), pick up excess cash envelopes from cash boxes and accept requests for additional cash denominations. Assist the Cash Manager with counting and recording contents.
- Return empty excess cash envelopes to the appropriate cash boxes and deliver cash denominations if requested.
- Assist the Cash Manager with final cash box close-outs.

End-of Day Tear-Down Tasks

- All cash boxes except west Merchandise should have already closed out. Perform a major “pull” of excess cash from Merchandise, but leave enough for last minute sales.
- Count available cash, place in Loomis tamper-proof bag, and seal, writing amount, account number and institution (Nusenda) on bag. (suggest inserting deposit slip with same info inside bag)
- Deliver sealed deposit bag to Loomis courier and accept written receipt.
- Perform final close-out of Merchandise cash box, counting and logging contents for manual deposit.
- Collect cash boxes, bags, envelopes, bill counter, cash straps, tally sheets, etc.
- Collect personal items.
- Clean-up area.
- Check other areas.

Post-Event Tasks

- Make deposit of final Merchandise close-out the Monday after the Pageant.
- Confirm that the Loomis deposit occurred.
- Total the tally sheets by cash box and enter the cash deposits into the chart of accounts, crediting the appropriate Ticketing and Merchandise accounts.
- Get cash boxes, bags, and bill counter to POB storage.
- Prepare the Post Event report for distribution at the last (November) POB Organizing

Committee meeting. The report should include what went right, what went wrong and suggestions for next year.

Supplies Checklist

1. Loomis and generic tamper-proof cash bags (POB storage)
2. Cash boxes (POB storage)
3. Small envelopes for excess cash
4. Bill counter (POB storage)
5. Cash straps – especially \$1,000
6. Sharpie, pens, clipboard, etc.
7. Credit card readers (POB storage)
8. Hat
9. Sunscreen
10. Coat (may be cold, especially during setup)

Notes

1. It is the opinion of multiple previous Treasurers that the traditional mid-day deposit may not be necessary, especially if armored card pickup is scheduled at the end-of-day. Suggest reviewing need with the POB President prior to the event.
2. If a mid-day deposit is made, requesting additional cash denomination withdrawal should be avoided if possible. It is not a simple exchange of cash, but rather the entire deposit is processed then the needed cash denomination is withdrawn without benefit of a cash pre-order. The withdrawal can add 15-20 minutes to the transaction.
3. The Cash Manager/Assistant Cash Manager tasks can be swapped to allow Cash Manager to stretch and/or Assistant Cash Manager to rest.