



## Treasurer's To-Do List

### Treasurers to Do List

- Share budget updates provided by WSUAA business manager with the committee.
- If your network/society has a scholarship fund, share the balance of the fund at each meeting.
- Receive receipts from any committee member who needs a reimbursement. Notate what the expense was for, provide an address where the reimbursement check can be mailed and submit the receipt to WSUAA for reimbursement.
- Count all funds collected at an event with either the network/society president or a WSUAA staff member. Send all funds back to Wright State Alumni Association via a staff member. If a staff member is not available to be at your event turn any cash into a cashier's check and mail checks only to the Wright State Alumni Relations office.

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