



TREASURER'S RESOURCE

Materials for Financial Reporting, Chapter Budgeting, & More

Objective

Your objectives as the SkillsUSA Chapter Treasurer include:

- Create and keep a record of chapter expenses
- Track membership dues for members of your chapter
- Keep the financial condition of your chapter in good standing
- Provide adequate reporting for the chapter advisor and next chapter treasurer

Duties

There are specific roles and responsibilities that are delegated to the SkillsUSA Chapter Treasurer. These duties include, but are not limited to:

- Collect chapter dues
- Keep record of receipts and chapter expenses
- Present a Treasurer's Report at each SkillsUSA chapter meeting
- Maintain organized and legible treasury records
- Add additional duties specific to your chapter here!

Chapter Budget

Your chapter budget should be kept in conjunction with your chapter's Program of Work. The budget should keep track of all expenses, as well as money that the group brings in throughout the membership year.

It is important to keep an organized, accurate record of all chapter finances. At the beginning of each year, make sure to create your own chapter budget, or [utilize the template provided.](#)

Budget Planning

While keeping an accurate log of expenses and income is important for the success of your chapter, as treasurer, you can also help in the budgetary planning process. After your officer team builds the Chapter Program of Work, take each activity and budget your projected income and/or expense to help better plan for the event. Use the table below as an example.

Activity	Projected Income	Projected Expense	Projected Profit or Loss
SkillsUSA Week Celebration	\$	\$	\$
Membership Dues (Local)	\$	\$	\$
State & National Dues	\$	\$	\$
Chapter Fundraiser	\$	\$	\$
Totals	\$	\$	\$

Financial Reporting

As chapter treasurer, it is your responsibility to provide updates on the financial status of the group. At each chapter meeting, make sure to prepare a brief summary of transactions that have occurred between the current meeting and the previous one. If certain decisions were made on spending, be prepared to explain these reasons to the group.