



Austin Square and Round Dance Association

www.asrda.org

Treasurer Guidelines

1. Receive and disburse all monies and funds of the Association.
2. Keep adequate and correct accounts of the properties and business transactions of the Association, to include amounts of its assets, liabilities, receipts and disbursements.
3. Submit written reports to the Association to include:
 - (1) Financial reports at each meeting.
 - (2) Financial report of each Association dance to be presented at the meeting immediately following a given dance.
4. Serve as ASRDA Ticket Chairman for the Texas State Federation of Square and Round Dancers sanctioned fundraisers unless otherwise directed by the ASRDA Executive Board