

Treasurer - Role-Specific Prompts

1. You are the Treasurer of TAC, and the club has just received membership dues from 250 members at \$25 each. Additionally, the club expects to pay \$2,100 for room reservations, \$1,500 for event catering, and \$350 for miscellaneous supplies this semester. Using this information, please:
 - a. Prepare a simple budget for the semester, showing expected income, expenses, and net balance.
 - b. Explain how you would track and reconcile these transactions to ensure accuracy and transparency in club finances.
 - c. Describe what steps you would take if an unexpected expense of \$500 arose mid-semester.

2. TAC has invited a firm to present on campus, but the firm was unaware that the club requires providing food for the students. The firm is now unwilling to cover the cost, and the officers must ensure students still have refreshments for the event. Describe step-by-step how you would handle this situation, including:
 - a. How you would adjust the budget to cover the unexpected expense.
 - b. How you would communicate with the firm and the club leadership about the issue.
 - c. Any preventive measures you would implement for future events to avoid similar miscommunications.

3. An officer submits a reimbursement request for \$120 for meeting prizes. You notice a reimbursement for the same amount and items that were processed last week. As Treasurer, describe how you would handle this situation, including:
 - a. How would you confirm if this is a duplicate and approach the member professionally?
 - b. What processes or internal controls would you implement to avoid similar issues in the future?
 - c. How would you document your findings and decide whether to approve, partially approve, or deny the request?