

SONC Local Committee Finance Chair



The Finance Chair is responsible for managing all monies raised and spent in the name of the local program. As with all management volunteers, a volunteer screening form and background check must be completed.

Minimum responsibilities:

- Communicate with the local program coordinator weekly to see if any money is being collected
- Collect any monies that are raised for the local program
- Make a photocopy of all checks received
- Complete a local program deposit form
- Complete the bank deposit slip and deposit all money into the bank
- Make a photocopy of the bank deposit slip
- Submit all photocopies and completed form to SONC and provide a copy to the local program coordinator as needed

Additional potential responsibilities:

- Use a system such as an Excel spreadsheet to track all program revenue
- Communicate regularly with the local program coordinators on any necessary expenditures and track these as well
- Assist with local program purchasing and completion of forms associated with expenses (check authorization requests, volunteer reimbursements, cash advance requests, etc.)
- Request and manage cash advances, receipt collection, etc.
- Develop an annual budget based on historical spending and future planned expenditures.