

BANKER

ConRunners Meeting 8/3/01

GENERAL DUTIES

- Leaves a complete paper trail
- Deposits regularly and timely – within 2 weeks of receipt, although 1 week is preferred
- Attempts not to exceed bank regulations and minimizes charges – i.e., does not deposit over \$10,000 at any one time
- Snazzy briefcase helpful, but not necessary – must keep files organized, no matter the method of carrying chosen
- Know locations and hours of banks in the area around the convention location
- Gives receipts for checks
- Provides cash at con to:
 - Change funds for Art Show, Registration, and Charity Auction
 - Tip fund for Staff Lounge, ConSuite, and Green Room/Programming Ops
 - Per diem for GoH's
- Reviews hotel billing for accuracy and compliance with contract before paying it
- Works with ConCom in their areas
- Knows basic bookkeeping
- **BUDGET**
 - Prepares it in conjunction with Chairman and comparisons to past budgets
 - Talks with ConCom to get their input and reflects that in the final budget
 - Based on projected attendance
 - Revised as needed
 - Informs all areas of their budget allocation
- Cautious, but not too much
- **COMMUNICATIONS** – Shows up at all the meetings
- Gets enough sleep
- Plays bad cop to Chairman's good cop – Keeps to the budget and examines all receipts
- Delegates, but chooses wisely who to delegate what to
- Responsible and honest – has a respect for dealing with other people's money
- Does cash pick-ups during con and must reconcile them – must have a quiet place to count the money
- Must be accessible during the convention and reachable at all times
- Must count accurately when doing deposits
- Always carries the Pouch
- Counts every night of the convention
- Does the Banking job first before helping others with their jobs
- Has someone from Security with them when doing cash pick-ups
- Makes copies of incoming checks before depositing them
- Knows how to use the Credit Card Machine – knows how to program it – knows how to reconcile from its statements
- Closes books in a timely manner (within 3 months preferred)
- Not responsible for other's jobs when they aren't done properly
- Creates price list and budget guidelines

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PRE-CON DUTIES:

- Prepare a tentative budget for the whole convention, in cooperation with the committee members, for approval by the Chair when requested. The budget should be based on projected attendance.
- Revise the budget as needed.
- Record income from memberships, dealers' tables, art show space, publication ads, and other convention sales.
- Record expenses and write checks as authorized by the Chair, keeping expenses within the allotted budget or adjusting the budget as necessary. Checks should be written on a reimbursement-for-receipts policy whenever possible. Make certain that receipts are received for all checks written.
- Keep bookkeeping records current and accurate.
- Make frequent deposits. In most cases, deposits should be made within thirty days of receipt.
- Keep checking accounts current and make timely bank reconciliations.
- Create or obtain registration, art show, and dealers' room reconciliation forms in cooperation with the appropriate committee persons.
- Create financial statements for presentation to the Chair and CASFS.
- Coordinate with the Registration committee person for a cash pickup plan.
- Coordinate with the Art Show committee person for a cash pickup plan. This includes at-con sales and art auction sales.
- Attend the hotel walk-throughs.
- Write checks for pre-con hotel or function-space deposits.
- Arrange for a radio with the Con Office committee person.
- Arrange for a convention safety deposit box at the hotel, giving only the Banker and Chair authorized access (sometimes this is replaced by a room safe).

AT-CON DUTIES:

- Pick up cash from Registration and the Art Show at scheduled intervals and as needed throughout the convention. Reconcile money received with reconciliation forms.

- Make bank deposits as necessary.
- Make deposits in the convention safety deposit box as necessary to avoid the risks associated with storing large amounts of cash.
- Periodically write checks to the hotel as necessary to pay for function space and expenses.
- Write checks as necessary, keeping an eye on budgetary constraints.
- Keep the Chair periodically informed of bank account and budgetary status.

POST-CON DUTIES:

- Attend the final hotel walk-through and wrap-up meeting, and write a check to the hotel for any remaining debt.
- Write a check for a hotel tip in cooperation with the Hotel Liaison and the Chair.
- Write checks to the artists in cooperation with the Art Show committee person. This is normally done between 2-4 weeks after the convention.
- Collect voucher envelopes and/or receipts from the convention committee, and write checks for any outstanding debts.
- Create final financial statements for the Chair and CASFS.
- Pass along information about your committee position and any tips to next year's convention.