**Finance**

**Purpose**

This Committee is to assist the Treasurer in managing the budget and expenditures of the convention as well as managing the cash and electronic payments accepted during the convention.

**Responsibilities and duties**

* Establish and manage convention budget
* Manage monetary funds accepted and/or donated to the LSC
* Define cash management policies and procedures for the Information Booth
* Accept, record and deposit cash on a daily basis
* Set up and manage electronic payment facilities (e.g. PayPal) for the Information Booth
* Report on the financial wherewithal including a final convention report to the state association throughout the planning process

**Time commitment**

Pre- convention

Time required to define cash management policies and procedures.

During convention

Saturday, July 1 7:30am – 5:00pm

Sunday, July 2 7:30am – 5:00pm

Monday, July 3 7:30am – 5:00pm

Tuesday, July 4 7:30am – 2:00pm

**GL Budget: None**