

# Treasury / Fundraising

	Week One (Unit Council)	Week Two (District / Region)	Week Three (Group)	Week Four
Short Term	<p>Support the program for this week.</p> <p>Attend Unit Council</p> <p>Take and record money in and out of the Units accounts.</p> <p>Act as a signatory for all cheques and Unit expenditure</p> <p>Organise / Support fundraising activities.</p> <p>Act as coordinator for major events</p> <p>Run Uniform Shop including ordering and supplies.</p>	<p>Support the program for this week.</p> <p>Prepare a report for Group Council</p> <p>Take and record money in and out of the Units accounts.</p> <p>Act as a signatory for all cheques and Unit expenditure</p> <p>Organise / Support fundraising activities.</p> <p>Act as coordinator for major events</p> <p>Run Uniform Shop including ordering and supplies.</p>	<p>Support the program for this week.</p> <p>Take and record money in and out of the Units accounts.</p> <p>Organise / Support fundraising activities.</p> <p>Act as a signatory for all cheques and Unit expenditure</p> <p>Act as coordinator for major events</p> <p>Run Uniform Shop including ordering and supplies.</p>	<p>Support the program for this week.</p> <p>Prepare a report for Unit Council</p> <p>Take and record money in and out of the Units accounts.</p> <p>Act as a signatory for all cheques and Unit expenditure</p> <p>Organise / Support fundraising activities.</p> <p>Act as coordinator for major events</p> <p>Run Uniform Shop including ordering and supplies.</p>
Medium Term	<p>Review program and make sure there is a fundraising program for all of this and next term. Ask for answers as appropriate. Discuss with Unit Chair and Leaders.</p>	<p>Make sure programs for the fundraising program for the next term is ready (Organise and assign program coordinators for event plans and A1s).</p>	<p>Make sure the treasury / fundraising program meets the standard set out in Desirable Standards for Venturer Units.</p>	<p>Update unit budget and reconcile cash flow.</p>
Long Term		<p>Make sure there is an appropriate fundraising program for the next 12 months. Report on this to Unit Council.</p>		