

CARAVAN TREASURER

- At initial briefing, Treasurer will be elected by participants.
- Maintain all financial records of caravan
- Create daily log (income and expenditures), also provide daily printout to Wagonmaster and Assistant Wagonmaster.
- Currency exchange rates & amount exchanged will be entered in log.
- Ensure list of receipts paid, date, amount, description.
- If letterhead receipt is not available, written receipt may be substituted.
- Receipts will be attached to applicable report.
- Upon completion of caravan provide WM all accountability records.
- Assist WM in providing an end of activity financial report.

RETURN CHECK LIST TO WAGONMASTER