ASSISTANT TREASURER

Receive floats from Treasurer in a lump sum either by cheque or EFT.

Break up into floats for 3 performances for Box Office, Bar, Programs & Raffles

Make sure floats are in safe by 7pm on performance nights.

Collect takings each week, count money, reconcile to FOH Book, re-allocate into 3 floats for next week & bank the balance

Inform Treasurer of details of deposit