

## ***Texas Cloggers' Rally - Finance Vice Chair Responsibilities***

**Finance Vice Chair is responsible for but not limited to:  
(recommended to utilize the TCC Treasurer)**

- Review the Rally feedback form from the prior Finance Vice Chair.
- Budget
  - Assist the Rally Chair(s) in developing the budget.
  - Setting up and maintaining the accounting of the Rally Expenses and Revenues.
- Registration
  - Coordinate with Registration Vice Chair to deposit pre-registration fees received.
  - Obtain change for the Registration cashbox for Friday and Saturday for the event.
- Misc.
  - Collect monies throughout the event.
  - Write reimbursement checks as required to individuals with approved reimbursement form.
  - Write honorarium checks for the national instructors - give to Rally Chair(s) for distribution.
- Be prepared to assist the Rally Chair(s) with other items as necessary.
- Fill out and submit your Rally feedback form to your Rally Chair(s).

*Note: The TCC is a 501c3 non-profit organization and is sales tax exempt. A form is available that can be provided to your vendors. (NOTE: This sales tax exemption applies only to purchases made by TCC.)*

*Also available is a Reimbursement Form that may be completed and given to the TCC Treasurer to receive reimbursement for any out-of-pocket expenses that may be incurred.*