

Donor Organization Treasurer Responsibilities

Treasurer responsibilities:

- 1) Track Add-A-Buck donations separately from regular festival or dance fees.
- 2) Provide tax receipt if donors wish to have one (multiple form provided for copying)
- 3) Acknowledge the donation and announce it during your festival or dance
- 4) Fill out Remittance Form
- 5) Send one (1) check to the ARTS Treasurer for the total of all donations.