



Capital Campaign Treasurer
Summary of Role and Responsibilities
As approved by Campaign Committee 5/16/2019

1. Review cash pledges and develop a perspective on collectability risk and estimate potential discount application
2. Review non-cash pledge requests and develop a perspective campaign impact
 - Ability and risk to convert non cash to cash including timing
 - Review of any donor required terms and conditions and risk to CCA
 - Review of any impact to CCA operating costs
3. Review cash receipts compared to pledges and assess collectability risk and write-downs
4. Review campaign initiatives, programs, and events including budgets, actuals, and results created
5. Review campaign financials and identify concerns and/or opportunities for improvement
6. Review requests for transfer of funds to operating accounts and/or to the Town of Cornelius
7. Review designation of expenses charged to the capital campaign vs. normal operations
8. Monitor Town bond request and commitments
9. Raise any concerns to the Treasurer and the Executive Committee
10. Report the campaign budget to the Campaign Committee
11. Work with Executive Director and CCA staff to facilitate meetings and communication

Recommendation of the Finance Committee:

Campaign Treasurer should review monthly reports and sign off with comments and approval before they are presented to the board.