

Financial Secretary

1. Financial Secretary checks and records all Check Request forms and receipts and makes sure totals are correct and that forms are signed by the President and the person requesting payment, then directs Treasurer to write the check and files Check Request form with receipts.
2. Financial Secretary checks submitted Income Sheets and makes sure totals are correct, then gives Income Sheet and money to Treasurer to deposit in bank.
3. Financial Secretary creates and keeps up-to-date financial records.
4. Financial Secretary maintains a supply of blank copies of Check Request, Income Sheets, Chairperson Sheets, and Audit Sheets to give out as requested.
5. Financial Secretary provides to Council and the general assembly, monthly, the Beginning Balance, Expenditures, Income, Interest and Ending Balance of the General Account and also provides CD amounts and interest earned.
6. Financial Secretary attends all audits with financial records.
7. Financial Secretary refers to the budget for expenses to be paid out of the bingo or general accounts.
8. Financial Secretary provides a quarterly financial report, indicating what has been expended in each budgeted line item, to be presented at audit. Financial sheet is signed by no less than three (3) trustees.
9. Financial Secretary makes payment of the Per-Capita Tax, computed on the basis of the number of members listed on the membership roll. Per-Capita Tax is paid four times a year: . by January 15th, April 15th, July 15th and October 15th of each year.
10. Financial Secretary carries out all orders which the Financial Secretary may receive in matters affecting the office from the President and from higher ranking officers of the Order.