

Treasurer

1. The Treasurer is the Custodian of the funds.
2. Treasurer receives all money from each meeting, collected by the Financial Secretary and deposits the money received, no later than three days after each meeting.
3. Treasurer returns all Income Sheets with the yellow deposit slip attached and stapled to the back to the Financial Secretary after depositing money.
4. Treasurer issues and sign checks as directed by the Financial Secretary. Checks must have two signatures: President's and Treasurer's.
5. Treasurer should have at least 6 to 9 blank checks with President's signature on them at all times.
6. Treasurer attends all audits with financial records.