TREASURER

Each House shall have its own duly elected Treasurer. The Treasurer must be a resident of the particular house and shall serve a term not to exceed six months. A resident may not serve as Treasurer for two consecutive terms but may be elected to Treasurer again six months after the completion of one term.

Treasurer's Duties:

- The Treasurer will have the overall responsibility for assuring the sound financial management of the house. The Treasurer will become familiar with and follow the financial record keeping procedures established by the house and will maintain accurate and organized financial records.

- The Treasurer will write checks for all house approved expenditures and will be one of the duly authorized officers designated to sign checks. As an authorized check signer, the Treasurer will not have direct access to the house checkbook.

- The Treasurer will have a full and working knowledge of the Comptroller's position. The Treasurer will assist the Comptroller and may undertake all financial transactions authorized by the house.

- The Treasurer will be responsible for making a weekly bank deposit of the total money received and will obtain a receipt of the deposit from the bank.

- The Treasurer must accurately maintain all transactions in the house checkbook ledger. The Treasurer will reconcile the monthly bank statement with the house checkbook ledger and present it to house in a weekly business meeting.

- The Treasurer must complete a Weekly Financial Status Report prior to the weekly business meeting, including an accurate account of bills to be paid, and present it to the house at the weekly business meeting.

- The President, Treasurer, and Comptroller TOGETHER shall conduct a monthly house account and audit report. The audit report results must be posted for the entire house to examine, and a monthly financial report submitted to the local Chapter on a monthly basis.

- The Treasurer will prepare a monthly financial status report for the President to present at the monthly Chapter meeting.