AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES

TREASURER'S GUIDELINES

DUTIES

The Treasurer Term: Two (2) years (r 7/2024).

1. Shall be the Fiscal Officer
2. Shall be ultimately responsible for all funds received and makes prompt deposits to bank within (3) three days.
3. Shall make a report of all contributions and expenditures at every regular Area L.E.G.S. meeting, as well as, an annual report at the end of the calendar year
   a. All financial transactions are to be handled by check or money order
4. He or She shall be one of the cosigners on the Area Service Committee's bank account
5. Votes to approve Area minutes: A majority of the executive body must approve Secretary's minutes before forwarding to Web Servant. The approval must be done by "reply all" so all members can see the results. If there is tie, it will be broken by the Policy Chair.
6. All outside business transactions of Area L.E.G.S. shall be paid by Area L.E.G.S. checks
   6a. All Subcommittee's major purchases must be paid by check from the Area Treasurer to the vendor.
   6b. Each event will be allowed a petty cash amount according to the event not to exceed their total budget for that event and will be voted on by the GSRs. (rev 5/10/2020)
7. Shall duly record all transactions
8. Any contact with an outside entity should follow procedures in Area Guideline #26
9. Should receive flash drive from previous treasurer
10. Prepare for audit twice a year by Policy subcommittee (see audit procedures on page 2)

QUALIFICATIONS

1. The Treasurer must have five (5) years continuous abstinence from all drugs
2. The Treasurer has an operating budget of $50
3. A bank statement is to be submitted at every monthly meeting
4. The current Area Treasurer, Chairperson and /or Vice-Chair must accompany the newly elected trusted servants (Treasurer, Chair and V. Chair) to the bank to add/remove signatures on bank account within 30 days.
5. The Policy Subcommittee audits the treasury records three times per fiscal year. (When new treasurer is elected December, in the middle of the term June
6. That the Area Treasurer be a signer on the convention bank account
7. Any contact with an outside entity should follow Area L.E.G.S. #26

8. STANDARD TREASURER'S REPORT

"Procedures for Conducting an audit of the Treasurer"

Part 1: Items need from treasurer to perform audit

1. **Receipts for all deposits**
2. **Check register**
3. **Check book with duplicates of checks written**
4. **Bank statements**

Part 2: Examination of documents

1. **Proof of deposit-compare treasurer's report, bank statement and deposits receipts**
2. **Compare check numbers of paid checks on statement to check book duplicates and treasurer's report.**
3. **Examine check number sequence for identification of voided and missing check numbers.**
4. **Check the status of all checks that have been written to reconcile if they have been paid or are outstanding.**
5. **Check our IRS tax exempt status and last tax filing status.**