

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

TREASURER'S GUIDELINES

DUTIES

The Treasurer

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/She shall be one of the cosigners on the Area Service Committee's bank account
5. All outside business transactions of Area L.E.G.S. shall be paid by Area L.E.G.S. checks
 - 5a. All Subcommittee's major purchases must be paid by check from the Area Treasurer to the vendor.
 - 5b. 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. NEW 6/20
6. Shall duly record all transactions

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.
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
9. Should receive flash drive from previous treasurer
10. Add term to guidelines?