

ARTICLE EIGHT: FINANCES CONTINUED...

TREASURER:

- THE TREASURER SHALL BE AT ALL FUND-RAISING EVENTS WHENEVER POSSIBLE AND SHALL KEEP A RECORD OF ALL MONIES COLLECTED.
- THE TREASURER MAY CHOOSE A MEMBER OR TWO TO HELP COUNT THE MONEY AT AN EVENT.
- ALL PERSONS COUNTING THE MONEY SHALL BE REQUIRED TO SIGN THE RECORD SHEET WHEN THE EVENT IS COMPLETED.
 - THE TREASURER IS RESPONSIBLE FOR THE FINAL COUNT OF MONEY COLLECTED.
- IF THE TREASURER IS UNABLE TO ATTEND AN EVENT, THE HIGHEST RANKING BOD MEMBER THEN BECOMES THE ACTING TREASURER AND WILL ASSUME ALL THE RESPONSIBILITIES OF TREASURER FOR THAT PARTICULAR EVENT.
- THE TREASURER OR ACTING TREASURER WILL MAKE THE DEPOSIT WITHIN SEVENTY-TWO BANK RECOGNIZED HOURS OF THE EVENT. THE RECEIPT WILL BE GIVEN TO THE TREASURER WITHIN THAT SAME TIME FRAME.
- THE TREASURER SHALL COMPILE A MONTHLY REPORT AND IT WILL BE PRESENTED AT THE NEXT MEETING FOR APPROVAL BY THE BOD AND GENERAL MEMBERSHIP.

AUDITS:

- AN INTERNAL AUDIT WILL BE DONE ONCE EACH YEAR IN JANUARY TO REVIEW THE PREVIOUS YEAR BY THE TREASURER AND BOD. IF ACCEPTED, IT WILL THEN BE PRESENTED TO THE GENERAL MEMBERSHIP FOR APPROVAL.
- AN EXTERNAL AUDIT WILL BE DONE ONCE EACH YEAR AFTER THE INTERNAL AUDIT IS COMPLETED. THE EXPENSE OF THIS AUDIT WILL COME OUT OF THE BOD SUB-ACCOUNT.