

TREASURER

The treasurer will complete the following activities throughout the club year:

PROCEDURES:

1. Collect all dues. When a member pays her dues, she will receive her club year-book.
2. Receive and deposit all monies from club activities in a bank approved by the board.
3. Pay all expenses accompanied by a payment voucher with receipt and signed by a committee chairman.
4. Present a monthly financial report at each club and board meeting. Copies will be given to the board members and membership.
5. At the end of the year an annual financial report will be completed.
6. The current president will appoint a committee of two members to review the annual report along with the supporting documentation. The committee will give a written evaluation to the president no later than May 1.