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1. GENERAL

The Treasurer is responsible for maintaining the finances and accurate financial records of the chapter.

It is essential that the finances are handled in accordance with the respective laws of the country and as per the decision of the chapter executive committee.

The treasurer will:

- Ensure accurate accounts of income and expenditure.
- Ensure all funds are deposited promptly in such bank accounts as determined by the Executive Committee.
- Show evidence that money received is deposited and documentation provided for all money dispersed.
- Prepare any required financial reports.
- Prepare a budget and monitor it carefully.
- Maintain records of all bank accounts.
- Oversee all financial transactions.
- Prepare yearly financial statements and/or conducts a yearly audit and present to the Executive Committee.
- Treasurer's signature will appear on all cheques of the organization with the second signature from the Chapter's President or Secretary with signing authority.
- Give Treasurer's report at regular meetings and when required.
- Keep the chapter's books up-to-date.
- Pay the bills, as required.

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2. ROLE OF TREASURER

The treasurer's role is outlined below.

At all times

2.1 Cheques

- Ensure all cheques are marked "Not negotiable" – account payee only, where applicable.
- Ensure all cheques are signed by two approved signatories.
- Ensure all cheques are made out to a person/ and not to cash.
- Never sign blank cheques, even for people you trust.

2.2 Payments

- Make all payments by cheque, except for small payments from petty cash as authorized by the executive committee.
- Substantiate all payments with invoices, receipts and dockets.
- Ensure that Goods received and "Paid" stamps or markings appear on all paid invoices.
- When using photocopies of invoices as support for payments, ensure they are stamped or marked "Not previously paid".

2.3 Receipts


- Issue receipts in sequential date order as per takings, for the total of funds collected as per local practice.
- Ensure at least two authorized members are responsible for collecting and counting money.
- Issue receipts for all transactions as required.

2.4 Banking

- Check banking corresponds to receipt totals.
- Reconcile bank statements to chapter activities.
- On-line transaction will be performed only after the written approval of the authorized members of the Executive Committee of the chapter.

2.5 Cashbooks

- Keep cashbooks up to date (cashbook may be either a hard copy or soft copy or both).

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- Match the sequence of entries in the cashbook with the sequence of receipts and payments.
- Do not use white-out/erasers in the order book, cashbook, receipt books or cheque book butts.

2.6 Miscellaneous

- Keep Chapter's liability insurance as per chapter's needs.
- Compile the budget in compliance with executive committee.