

Treasurers Duty and Responsibilities

Proceeds

- Take attendance and collect proceeds from weekly meetings.
- Collect membership fees for Rotary and Friends of Rotary
- Receive proceeds from Sponsorships and various Fundraisers throughout the year. Deposit all proceeds promptly at the bank to Gen. Acct. or Lottery Acct. as required.

Expenses

- Receive signed Requisitions from various committees for payment of approved expenses.
- Issue cheques upon receipt of Signed Requisitions and apply cheque#, date, amount. Obtain second signature for cheques issued.
- Return cheques to various committees or mail as required.

Budget

- Receive from various committees budget requests for the upcoming year and submit figures into Financial Stmt..

Financial Statements

- Apply general ledger accts. to all proceeds and expenses at month end. Receive bank stmts.
- Reconcile general and lottery acct. Send reconciliation monthly to member designated to validate reconciliation
- Post all information to the general ledger and place all documents into a monthly file.
- Run year to date financial stmt.
- e mail all exec. within the first week of the following month.
- Review with the membership at scheduled business meeting.