



15 June 2020

# TREASURER

## 1. PURPOSE:

To maintain accurate and timely accounting and control of all financial matter for the Firebelles.

### A. Responsibilities:

- i. Attends Board Meetings as a sitting member of the Executive Board.
- ii. Receive and deposit all funds belonging to the Firebelles.
- iii. Pay bills as authorized.
- iv. Balance all statements on a monthly basis.
- v. Report to the Executive Board and General Membership the current financial balances
- vi. Keep all financial records organized, accurate and up to date.
- vii. Prepare a budget for the organization in August for the following year.
- viii. Provide Auditor the accounts and records at year end.

## 2. SKILLS:

Computer skill are necessary to produce reports. Ability to balance a bank statement, make deposits and withdrawals and keep accounting of all budget lines. Understand a budget.

## 3. OTHER INFORMATION:

Donations not exceeding \$499 require the approval of the Executive Board only. Donations Exceeding \$500 require the approval of the Executive Board and a majority of the General Membership present at the meeting. Updates the Fundraising Profit Charts and provides the Donations Total for Review.

## 4. BUDGET:

As approved by general membership

