

## **Treasurer**

- The Treasurer shall act as custodian of Branch funds and shall maintain full and accurate records of the Branch income and expenditure.
- The Treasurer shall deposit funds in the name and to the credit of the Branch, in banks designated by the Executive committee.
- The Treasurer shall deposit funds in the name of the Branch under the direction and with the approval of the Executive committee.
- The Treasurer shall prepare an account of the financial position of the Branch at each General meeting and whenever required by the Executive committee.
- The Treasurer shall reimburse Branch officers and authorised members for travel and other expenses incurred while conducting Branch business (See Business Expense Form – Exhibit 3 and Travel Expense Claim Form - Exhibit 4).
- The Treasurer shall prepare an annual budget for submission to the Branch Executive on request.
- The Treasurer shall ensure that the books are audited by a certified accountant once yearly or upon the change of office of Treasurer.
- All cheques for withdrawal shall be signed by two of the following: President, Treasurer, or President-elect.
- The Treasurer shall liaise with Committee Chairpersons as appointed by the President.
- The Treasurer shall perform other duties as may be assigned by the President or Executive Committee.