

BY-LAW 3

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DUTIES OF A SUB-BRANCH TREASURER

1. The Treasurer of a Sub-branch must, amongst other things:
 - a. supervise the receipt and expenditure of all monies;
 - b. examine regularly the bank or pass book, pay in slips, accounts, cash and other books of the Sub-Branch, and see that such documents, accounts, and books are properly kept, and that financial transactions of the Sub-Branch are conducted in a regular manner;
 - c. prepare a report for the Sub-Branch Committee meeting in each month, showing the financial position of the Sub-Branch as disclosed by the documents, accounts, and books made available to the secretary;
 - d. examine all accounts submitted for payment by the secretary, and certify to the correctness of the account for presentation to the committee where necessary;
 - e. keep proper accounts by a method appropriate to the size of the Sub-Branch and to record all financial transactions;
 - f. in conjunction with the auditor decide upon the system to be adopted by the treasurer in the keeping of all books relating to the financial transactions of the Sub-Branch;
 - g. preside over any finance committee that may be appointed and advise the Sub-Branch Committee on its financial position and transactions;
 - h. be a signatory to cheques or electronic funds transfer documents drawn upon the accounts of the Sub-Branch;
 - i. cause to be prepared for audit and submit audited report and accounts to the annual general meeting of the Sub-Branch, an annual Statement of receipts and expenditure, together with a balance sheet showing the assets and liabilities of the Sub-Branch at the balance date;
 - j. send an audited financial statement to the Branch within three calendar months after the sub-branch AGM;
 - k. attend upon the auditor when required and explain anything the auditor may require respecting the accounts; and
 - l. Prepare a monthly list of disbursements for ratification at committee.