

## **By Law 3**

### **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 written report for the Sub Branch Committee meeting in each month, showing the financial position of the Sub-Branch as disclosed by the books of account and documents. A written Income & Expenditure Statement must be provided;
  - 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 & 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 State Branch within three calendar months after the Sub Branch Annual General Meeting;
  - 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.