

TREASURER

The Treasurer should be selected for their ability in financial and accounting matters.

It is the Treasurer's responsibility to keep an accurate and complete account of all funds received and disbursed and other financial transactions of the Branch.

They must deposit all funds in the name of the Branch, in a bank or other depository designated by the Executive Committee. All monies must be deposited regularly and no funds in excess of the amount covered by loss through insurance shall be kept on hand.

All records of financials must be kept up to date and ready for examination by the Executive Committee or authorized auditors designated by the Executive Committee.

No funds may be disbursed unless authorized by the Executive Committee. All disbursements should be made by cheque and all cheques signed by any two of the persons authorized to sign, one of whom will be the Treasurer. Those authorized to sign cheques will be designated by the Executive Committee. There should never be any pre-signed cheques. The use of EFT is acceptable provide there is a two-part approval process online through your financial institution.

The Treasurer should supervise the preparation of the Annual Budget which should cover all the financial aspects of the Branch. A budget is necessary for any Branch to plan properly and maintain control of expenditures, thus avoiding the possibility of getting into financial difficulty.

All financial matters of concern to the Treasurer should be brought to the attention of the President immediately, who may decide if a special meeting of the Executive Committee or the committee causing the concern is warranted.

The Treasurer should co-operate and make suggestions if requested by any committee established to raise funds for Legion activities i.e., Poppy, cadets, community projects.