



## TREASURER

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1. Collect, record, deposit, and invest all funds of and due the Society, in the Society's name in a financial institution. These funds may include money resulting from membership dues, plant sales, draws, auctions, shows, donations or other sources.
2. Prepare budget projections for discussion and approval at annual budget meeting of the Executive (usually held in August) .
3. Disburse funds according to budget directions approved by the Executive.
4. Maintain all accounts (in electronic ledger and register of receipts justifying expenses), and other financial records current and complete. Reconcile monthly bank statements with records.
5. Provide periodic reports on the Society finances at Executive meetings.
6. Consult with the Show chairman to establish the budget, expenses and profit forecast for the annual show.
7. Provide an annual financial statement by end of Society financial year (June) for an audit committee selected by the Executive. The audited financial report is subsequently published in Spike.
8. Attend monthly meetings of the Executive committee. If unable to attend, provide important information regarding the Program activities and status to another member of the Executive

Updated August 2007