

# Treasurer Responsibilities

## The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Office of Student Involvement and/or Student Engagement (Downtown).
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice-President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly elected Treasurer.
- Assist in special projects as assigned by the President.

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