

## **TREASURER DUTIES**

The Treasurer processes all council funds. He receives money from the financial secretary and issues checks toward council expenses. He is responsible for depositing all money in the proper council accounts and providing a voucher or certificate of deposit to the Grand Knight for each transaction.

**Budget:** Each year the council must prepare a budget for the following year. The treasurer plays a critical role in establishing a budget. He must be able to show what expenses were incurred in the past years to project future costs. He usually takes the lead in proposing the new council budget.

**Paying Bills:** He is responsible for paying the bills of the council. After the bills have been read and approved, he should promptly write out a check for the expenses and present it to the Grand Knight for signature. Accordingly, he will need to attend all the business meeting of the council and be prepared to issue checks. He is also responsible for issuing payments to the Supreme Council on all assessments made by it to the council and for all orders of the council.

**Record Keeping and Reporting:** He is responsible for keeping accurate accounts of the monies in the general expense fund of the council and the amount of money in any special funds established by the council. He is expected to give a report in the Business Meeting of monies available to the council and identify if there may be a problem in staying within the budget. He must be able to provide up-to-date records on these accounts to the Grand Knight, Financial Secretary or Trustees.

Audits: Twice a year (January and June) an audit must be made of council funds and membership. The Grand Knight conducts the audit with the assistance of the Deputy Grand Knight, the Financial Secretary, the Treasurer and the Trustees. Following the audit, the Treasurer prepares a report for Supreme that is signed by the audit team.

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