



boabc

Serving the Province of British Columbia for over 50 years

TITLE:	ADDITIONAL DUTIES OF TREASURER	2.3
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DATE APPROVED: September 23, 2006 **SIGNED:** Frankie Victor (Secretary)

POLICY:

To carry out the responsibilities of the position, it is essential that the following responsibilities, in addition to those identified in 17.(5) of the bylaws, remain with the position and that the following information be provided to the Treasurer as required:

1. The treasurer, if available, shall be one of the two required signatures on all BOABC issued cheques.
2. The Treasurer is to participate in the preparation of the BOABC Annual Budget and the five (5) year projected budget.
3. Committee Budget including those prepared for the Annual Conference and AGM and the Annual Education Workshop are to be submitted to and reviewed by the Treasurer.
4. The Treasurer or President shall review and approve all invoices for expenditures not identified in or in excess of that identified in the approved Annual Budget.
5. The treasurer is to receive all revenue/expenditure statements prepared by the BOABC office.
6. The Treasurer is provided with investment information on all BOABC investments and participates in decisions affecting these investments.

TITLE:**ADDITIONAL DUTIES OF TREASURER****2.3****POLICY OBJECTIVE:**

To ensure that the Treasurer participates in and is informed of all financial matters of the Association which may impact the approved budget or financial well being of the Association.

POLICY JUSTIFICATION:

To carry out his/her responsibilities, the Treasurer requires information regarding budgets, revenue/expenditure statements and investments to be provided and to be involved in the preparation of the annual and projected 5 year budgets.