

## **LWAF Treasurer Responsibilities**

**Effective Date:** February 14, 2007  
**Approved by LWAF Board on:** February 14, 2007  
**Applicability:** LWAF Financial Management  
**Manager of Responsibility:** Budget and Finance Committee Chairperson

### **General**

**The Treasurer shall:**

- **Be a member in good standing of the Lake Wilderness Arboretum Association (LWAF).**
- **Serve as an active member of member of the Budget and Finance Committee.**

### **Financial**

**The Treasurer shall:**

- **Accept and account for all moneys received by the Foundation.**
- **Pay out all orders of the treasury that have been approved by the President or Board designated authority. All orders on the in the amount of \$1000.00 or more must be cosigned by the President or First Vice-President.**
- **Once a month, approximately one week prior to the board meeting, send copies of checks, vouchers, commitments, and deposits made that month to the bookkeeper. Also send monthly bank statements to bookkeeper for preparation of monthly financial report. Make sure all checks and deposits clearly state committee and category to be charged.**
- **Serve as the sole authority for making changes in the categorization of expenses subsequent to their initial reporting.**
- **Maintain all accounting records, including bank statements, vouchers, receipts, disbursements and investment records for a period of seven (7) years in sufficient detail to stand an audit by an outside auditor.**
- **Provide a written Treasurer's report at all Board Meetings including a year-end report.**