

# OXFORD HOUSE TREASURER



Each House shall have its own duly elected Treasurer. The Treasurer must be a member of the particular house and shall serve a term not to exceed six months. A member may not serve as Treasurer for two consecutive terms, but may be elected to Treasurer again, six months after the completion of one term.

## TREASURER DUTIES

- ▶ The Treasurer will have the overall responsibility for assuring the sound financial management of the house.
- ▶ The Treasurer will become familiar with, and follow, the financial record keeping procedures established by the house and will maintain accurate and organized financial records, reporting to the house at each meeting all approved transactions in detail.
- ▶ The Treasurer will write checks for all house approved expenditures and will **not** be one of the duly authorized officers designated to sign checks. The Treasurer will ensure the checkbook is always locked up and is only brought out for house meetings, shopping, or audits.
- ▶ The Treasurer will be responsible to make a deposit at the bank, once per week, of all money received by the house. Every deposit should have a receipt to match the documented income, which is reviewed by the house and filed for record keeping purposes and audits.
- ▶ The Treasurer will never be alone with the checkbook. The Treasurer will fill out all checks and check stubs completely and will ensure that two signatures are on every check issued.
- ▶ The Treasurer will work closely with the Comptroller to ensure financial stability in the house. The Treasurer will take the necessary time, prior to the house meeting, to complete the Financial Status Report.
- ▶ The Treasurer will maintain a house budget, using the Viability Calculator, and notify the house if the Equal Expense Share (EES) needs to be adjusted.
- ▶ The Treasurer, along with the President and Comptroller, will complete a financial audit of the bank account every month and post the results for the house to review. A copy of the audit will be submitted to the Chapter.
- ▶ The Treasurer will organize all house bills and report to the house their due dates. After approved payment of bills, the Treasurer will give the invoices of each bill to the Secretary for proper filing.
- ▶ The Treasurer will assist the President and Secretary to complete the monthly House Summary Report.

**READ THE OXFORD HOUSE MANUAL**