

OXFORD HOUSE STATE TREASURER



Each State Association shall have its own duly elected Treasurer. Only current members of an Oxford House within the State are eligible to be elected. The State Treasurer position is decided by vote once per year. There is a two-term limit in honor of the spirit of rotation. The State Treasurer will NOT be an authorized signer for the State bank account.

TREASURER DUTIES

- ▶ The State Treasurer shall be responsible for overseeing the bank account and checkbook for the State Association
 - Maintain possession of the checkbook and deposit book, keeping them locked in a safe at their respective Oxford House.
 - Write all checks approved by the State Association and distribute them promptly.
 - Make prompt deposits of all monies received by the State Association, always keeping the deposit receipt to provide to the State Association members.
 - Thorough record keeping of all transactions on each check stub and documented on the appropriate forms.
 - Never use online banking or debit cards.

- ▶ The Treasurer will give a complete report of all financial matters at State Association meetings.

- ▶ The Treasurer will maintain an operating budget for the State Association, reminding the Association of any future large expenses.

- ▶ The Treasurer and Chairperson will conduct an audit of the State Association bank account no less than 4 times per year.

READ THE OXFORD HOUSE MANUAL