

CABINET TREASURER

PURPOSE:

The purpose of the Cabinet Treasurer is to direct and coordinate the financial services of the District Cabinet level and perform such other functions as required by the Constitution and By-Laws of District 14-N, Multiple District 14, Lions International and District 14-N Policy Manual.

GENERAL:

He shall act under the supervision of the District Governor. His specific responsibilities shall be to:

1. Serve on the District Finance Committee.
2. Arrange facilities for banking and disbursement of all District Funds.
3. Secure a bond for Cabinet Treasurer. Cost of the bond is to be a District Administrative Expense.
4. Receive all monies from the District Cabinet Secretary, Club Officers and/or District Committee Chairpersons and deposit them in the appropriate checking account.
5. Maintain a proper and accurate set of books on:
 - A. District Administrative Funds.
 - B. District Charities Funds.
6. Summarize the total financial picture with Committee Chairpersons after their function is over.
7. Assist the District Governor to operate within the approved District Budget.
8. Prepare a financial report for each District Cabinet Meeting and a final report at the end of the year summarizing income and disbursement of all District accounts.
9. Provide Committee Chairpersons who receive contributions, a status report of the contributions, at least ten (10) days before the Cabinet Meetings so they may report to the District Governor at that time.
10. Present books to the Audit Committee for audit within thirty (30) days of the end of the fiscal year and upon completion of the audit release all records which pertain to the office of treasurer to his successor and any other request for same.
11. Make recommendations for improving the control of income and expenditures that may result in more efficient operation
12. Pay all bills. Checks must have two (2) of three (3) signatures to include the District Governor, the Cabinet Secretary or the District Treasurer