

Category: Board
Policy Number: 107
Title: Duties of Treasurer

Guidelines and Procedures:

1. Monitors bookkeeping/accounting and is familiar with current accounting practices.
2. Submits a financial summary and status report at Board meetings.
3. Ensures that annual financial reports shall be prepared, independently audited/reviewed and submitted to the government in a timely fashion.
4. Spearheads the development of Board financial policy.
5. Holds signing authority on Board bank accounts.
6. Prepares the Board's budget for presentation to Town Council by the date indicated on the Service Agreement and to other funding bodies as required.
7. Takes advantage of training opportunities to enhance knowledge of library financial management.
8. Heads Finance Committee. Refer to Policy #203.

Reviewed May 14, 2022

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