

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

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

Policy Statement:

Duties of the treasurer should be clearly delineated.

Guidelines and Procedures:

1. Sets up and 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. Annual audited/reviewed financial report and new budget must be submitted to Two Hills Town Council and Northern Lights Library System.

Policy #107
Duties of the Treasurer

Date Approved: November 14, 2012

Date to Review: March 18, 2023