

Vilna & District Municipal 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 to the Board at the monthly 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 policies #200 – 202.
5. Holds signing authority on Board banking accounts.
6. When leaving the positions, the treasurer will have the financial records up to date, and review overall finances, and financial position with the incoming treasurer.

Date Approved: January 2, 2021

Date to be Reviewed: January, 2024