

## **COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL**

**Category:** Board

**Policy Number:** 107

**Title:** Duties of 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.

Policy #107  
Duties of the Treasurer