

ADMINISTRATIVE PROCEDURE 103

TREASURER

Background

To ensure the STAA Treasurer knows all their duties and that the business of the STAA is accomplished in a timely manner and without penalty.

Guidelines and Procedures:

The Treasurer shall:

1. Prepare a budget each year, to be discussed at the January Executive meeting and presented for approval by the membership at the AGM in March.
2. Pay all the bills, keep accounts current and avoid penalties.
3. Prepare a Cash Flow statement for Executive each month.
4. Ensure the books are audited prior to the AGM by two members in good standing.
5. File the annual audited statement with the Society's office.
6. Ensure that the Executive Director has initiated the signing authority changes after each election.
7. Ensure that a 2/3 quorum of the Executive approve expenses exceeding \$1000 and that the current budget is followed. STAA By-Law Article IV; Section 12.

Reference:

Approved: January 2018

Review: January 2020