

**SUBJECT: DUTIES OF THE EXTRACLASSROOM ACTIVITY FUND CENTRAL TREASURER AND FACULTY AUDITOR**

Central Treasurer

The Extraclassroom Activity Fund Central Treasurer is appointed by the Board and is responsible for the supervision of the extraclassroom activity fund.

The Treasurer's duties include the following:

- a) Countersigns all checks disbursing funds from the Extraclassroom Activity Account;
- b) Provides general supervision to ensure that all receipts are deposited and that disbursements are made by check only;
- c) Maintains records of all receipts and expenditures;
- d) Submits records and reports to the Board as required;
- e) Assumes other duties customary to the position.

Faculty Auditor

The Extraclassroom Activity Fund Faculty Auditor is appointed by the Board and is responsible for auditing of all financial transactions of the fund.

The Auditor's duties include:

- a) Examines the statement of accounts from the Central Treasurer once each month;
- b) Audits the ledgers kept by student treasurers at least twice per year;
- c) Examines transactions and procedures to determine if correct;
- d) Certifies the accuracy of entries posted and available balances listed;
- e) Investigates instances when Central Treasurer's report and club ledgers do not agree; and
- f) Prepares year-end report summarizing the financial condition of each activity and submit to the building principal and Board.