

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2027	APPROVAL LEVEL GB
	SUBJECT Treasurer's Responsibilities	EFFECTIVE 7/03	SUPERSEDES
	SPECIAL DISTRIBUTION		

POLICY

The Treasurer has the duty and responsibility to oversee the funds, accounts, and fiscal affairs of FMCA, subject to the direction of and review by the Executive Board or Governing Board.

PROCEDURE

Responsibilities

The Treasurer shall:

1. Serve as chairman of the Finance Committee.
2. Be responsible for supervision of the custody of all financial records and property of FMCA and keep accurate account of all monies, funds, and other assets, unless otherwise determined by the Governing Board. He or she regularly reports such accounts and presents such statements to the President and Executive Board as may be required. The Treasurer, or his or her agent, disburses funds as the business may require, upon the order of the properly constituted officer or officers of FMCA.

However, the Governing Board shall have the power by resolution to delegate any of the duties of the Treasurer to other officers or agents, and to provide by what officers or agents, if any, all bills, notes, checks, orders, or other instruments shall be approved.

3. Be responsible for all funds collected by any person for FMCA and delivered to the Treasurer, c/o the National Office, or any such agents as the Executive Board may designate; shall immediately enter them in the books of account; and shall deposit such funds to the credit of FMCA and/or its subsidiaries in banks or depositories designated by the Executive Board.
4. Have all books of FMCA and/or its subsidiaries audited and certified annually at the close of each fiscal year by an independent Certified Public Accountant.
5. Have full access at all times to the staff handling funds and books of FMCA.
6. Perform all other duties that may be delegated to him or her by the President, the Executive Board, or the Governing Board.
7. Direct the duties of the Finance Committee.