



TREASURER

A BRIEF OUTLINE OF YOUR DUTIES

1. Collect and account for all chapter funds. Disburse funds upon authorization of the chapter.
2. Obtain a suitable book for keeping these records. Have one sheet in the account book for each month because it provides an accurate report for your chapter every month of all unpaid balances, and it makes annual balancing easier.
3. Use receipt books with carbon copies for all money collected. Thus, accounts for all members are kept in order without confusion or misunderstanding. A receipt book is included in the chapter box of supplies for your use.
4. Have your books present and give a complete report at each meeting. Give a clear report to your chapter of both receipts and disbursements, as well as the balance on hand to date.
5. Submit accounts for audit before your term of office expires. Two members other than the chapter Treasurer should audit the Treasurer's books at the close of the year. This should be done before the records are given to the new Treasurer at the May meeting when officers are installed.
6. Adopt the policy of collecting money in advance of any event.
7. Be sure any payment sent to International through the mail is either a check or money order. All remittances sent to International shall be made payable to: Beta Sigma Phi, or Walter W. Ross & Co., Inc. and shall give detailed explanation of exactly what the payment is to cover.

NOTE: Payments of membership fees (and annual fees) are sent by each member herself to the International Office.

SUGGESTION: Prepare a monthly statement of account for each member. Place in envelope with member name on outside and send around the circle. Statement with payment or partial payment of monies due returned to Treasurer before the meeting ends. Update statement and repeat procedure each month.