



## **STANDARD OPERATING PROCEDURES TREASURER POLICY**

- A. Get Executive Board approval of Budget for the Fiscal Year no later than the February Executive Board Meeting.**
- B. Forward all existing Treasurers records to the incoming Treasurer when completed.**
- C. Shall maintain a General Fund, from which all budgeted and unbudgeted bill will be paid.**
- D. Shall maintain a Pager Fund; where all budgeted and incoming funds from the unit, will be held, until pager bills are paid.**
- E. Shall Maintain a self-perpetuating Sales Fund, to maintain a working Inventory of Sales Items.**
- F. Shall maintain Fund Raising Accounts and all contractual expenses will be taken out of these accounts.**

**This policy is subject to change without notice**