

2022 Duties for Treasurer (11/19/2021)

1. Pay Branch monthly bills
2. Prepare Monthly Cash Report (Form 28), Plus additional Supporting Documentation for BEC. Talk to Assist. State Treasurer for advise
3. Create Branch budget (Suggested)
4. Communicating to BEC and State Officials
5. Collecting Monies and Documenting Transactions
6. Maintaining and Balancing Bank Accounts
7. Maintain Branch Financial Records for 4 yrs, Destroy after 5 yrs
8. Process Expense Claim Vouchers (Form 15)
9. Prepare for Audit Report for Branch and For Activities (Form 29)
10. Follow Treasurer's Activities in SIR Schedule of Branch operations