

## **Duties of the Treasurer:**

**The treasurer has charge and custody for all funds and securities of SIAFG. I deposit all monies in the bank and keep records of such funds. I have set up and set aside a reserve fund as directed by SIWSC. We have four officers assigned to sign checks, and have two signatures on every check. I manage receiving and giving receipts for money due and payable to SIAFG. I pay out funds of SIAFG to those who have cause.**

**I forward to AFG, Inc. [World Service Office], before January 1<sup>st</sup>, the equalized sum for the delegates' fund.**

**I keep records of all transactions, including accounts of assets, liabilities, receipts, disbursements and losses.**

**I prepare all financial reports on a quarterly and yearly basis as required by SIWSC and SIAFG.**

**I report to the Federal tax office our tax exempt status yearly.**

**I attend all SIAFG and SIWSC meetings as directed by our bylaws.**

**I have enjoyed the office of treasurer the past six years; it is time for me to pass this office on to someone else. I spend about two hours a month on keeping records, posting checks, writing receipts and a little more when it is time to do the yearly budget. The special skills needed for this job are a love for numbers, some knowledge of Word and the Excel programs. I have all of my records on the computer. I want to thank everyone for your patience in working with me over the past years.**