

4. DEPOSITS ALL FUNDS ON A TIMELY BASIS SO THAT THE BANK BALANCE IS AS NEAR CORRECT AS POSSIBLE FOR ANY GIVEN MONTH. CONTROLS ALL ACFA BLANK CHECKS.
5. COORDINATES WITH CLUB BANK TO MAKE SURE ALL "OLD" NAMES ARE REMOVED FROM SIGNING PRIVILEGES EXCEPT THOSE WHO YOU AND THE PRES. DESIRE TO BE APPROVED FOR THE CURRENT CLUB YEAR.
6. DISPENSES ALL CLUB OBLIGATIONS BY WRITING CHECKS AND KEEPING PAPER RECORDS OF ALL THESE DISBURSEMENTS. (IE - RENT ON MEETING ROOM AND ANY BANK CHARGES) FOR ALMOST ANY DISBURSEMENT, THE TREAS. MUST RECEIVE A PAID RECEIPT OR A WRITTEN BILL WITH AN ADDRESS TO SEND PAYMENT TO THROUGH THE MAIL. OTHER CHECKS MAY BE FOR: BREAD, GREASE, PLATES, AND CONDIMENTS FOR FISH FRY'S; MONEY FOR LOGO'D ITEMS PURCHASED; AND STAMPS AND SUPPLIES AND COPYING COSTS FOR THE NEWSLETTE.
7. ACTS AS A CHECK-AND-BALANCE FOR OTHERS DESIGNATED TO WRITE OR SIGN CLUB CHECKS IF THERE ARE ANY.
8. RECEIVES MONTHLY STATEMENT AND VERIFIES ALL ADDITIONS AND CHECKS ACCURACY OF ALL TOSTINGS (CHECKS WRITTEN) DURING THAT STATEMENT PERIOD.
9. REPORTS TO CLUB PRES. (AT LEAST EVERY OTHER MONTH) AND TO THE "BOARD" (WHEN REQUIRED). MAY GIVE AN ACCOUNTING AT A MEETING IF IT IS DECIDED TO DO SO.