

## **Treasurer**

*Approved 1992; amended at MFB, March 5, 2006:*

The Treasurer:

- Receives and disburses money for the Meeting in accordance with the Meeting budget, and as directed by the Meeting.
- Maintains the Meeting's permanent financial records.
- Prepares the budget in consultation with the committees and officers for approval by the Meeting.
- Provides the number of recorded members, obtained from Membership and Outreach, to larger Quaker organizations with which Meeting is affiliated (Green Pastures Quarterly and Lake Erie Yearly, for example). These organizations use the numbers to determine assessments for our Meeting.
- Oversees the part of the Meeting's budget that pertains to this charge, as directed by Monthly Meeting.
- Maintains accurate working records of her/his office and ensure those records are passed along to the next Treasurer.
- Is encouraged to ask for help from Meeting members and attenders in carrying out these responsibilities.