



## Advisory Council Treasurer Duties

Per Advisory Council Bylaw section 8.9.

The Treasurer will receive monthly financial reports from ARC accounting. The Treasurer shall review the reports and provide a summary of findings/information at each Advisory Council meeting. In conjunction with the President and SPR Representative, the Treasurer will inform the council members when a spending request is made that was not included in the approved annual budget. The Treasurer will be involved in the annual budget planning process with the SPR Representative and the President to ensure expenses specific to the advisory council operations are included in the budget proposal, i.e., meeting food, member appreciation, event expenses, and fundraising goals. The President and Treasurer are authorized to sign financial requests made by SPR staff. The Treasurer shall, in general, perform all of the duties incident to the office of Treasurer and such other duties as may be assigned to them by the President or the Members.

- Financial Tracking.
  - Receive monthly financial reports sent by ARC accounting.
  - Report out financial information regularly at advisory council meetings.
  - Notify ARC and the SPR Representative of any possible discrepancies.
- Authorized Signer.
  - Approve financial requests in electronic accounting system, Microix.
  - Act as a secondary signer on Advisory Council Member Applications and Renewals when the President is unable.
- Participate in the Annual Recreation Budget process.
  - Collect input from advisory council members and community to propose programmatic, event, and fundraising ideas to the SPR Representative.
  - Ensure any advisory council specific expenses are included in the annual budget.
  - Work with SPR Representative and Advisory Council Treasurer to approve a balanced advisory council budget.

Full council responsibilities are included in the Advisory Council Bylaws and Operating Agreement.