

## STANDING RULE #2 -- OFFICE OF THE TREASURER

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### Requirements:

1. Must be a qualified bookkeeper able to administer all phases of record keeping (general ledger and subsidiary records).
2. Must be able to file all necessary information forms for Internal Revenue Service and be aware of all requirements for state filings and IRS filings.
3. Must be able to effectively administer all financial dealings of the Federation, including but not limited to: payroll, Recorder's finances, short and long-term borrowing, payroll taxes, lending decisions, establishment of fees, etc.
4. Must be able to supervise the work of others.

### Duties:

1. The maintenance of all corporate financial records.
2. Control of all corporate funds. Any cash holding offices must file a corporate resolution with their banks in the name of C.F.F. All check cashing privileges for officers must have two (2) signatures, the one holding the account as well as the President or the Treasurer of the Federation.
3. Responsibility for all financial decisions of the Corporation to the extent allowed by the By-laws.
4. Member of the Finance Committee.
5. Responsibility for all functions placed under his control by the Executive Board. When a request for an expenditure over \$50.00 is received, it will require the approval of both the President and Treasurer.
6. Must report to the Executive Board at least twice each fiscal year (at the semi-annual and annual meetings) on the financial dealings of the Federation.
7. Must supply all available information to a member (club or individual) on written request.
8. Must supply all information needed by the Credentials Committee on its written request.
9. Must supply the President of the Federation and Chairman of the Financial Committee monthly with an updated financial statement; said statement to be of such form and substance as required by the President. This monthly report is to be mailed by the 15th of each month.
10. Directly supervise the financial dealings of the Office of the Recorder and assist him in his office system establishment.
11. Be responsible for insuring all properties of the Federation in amounts sufficient to protect it from harm or loss.
12. Be bonded in a sum sufficient to protect the Federation from harm or loss.

13. To inform member clubs in arrears of their situation at least thirty (30) days prior to being dropped.
14. Maintain an official roster of clubs based on dues paid and supply copies of said roster to the President, Chairman of the Credentials Committee, and the Judging Coordinator.

#### OFFICE OF THE ASSISTANT TO THE TREASURER

The Assistant to the Treasurer is to be appointed by the Treasurer if he desires this to be filled, with the advise and consent of the President.

Duties of the Office shall be such as are determined by the Treasurer.