

HOSSC Treasurer Guidelines

The Treasurer is responsible for making sure that the bank book is balanced and for writing checks to pay for Club expenditures. Both the Treasurer and the President are listed on the account and can write checks. There is a \$25.00 limit that can be spent without Board approval. The Treasurer shall make deposits in a timely manner.

At the end of the calendar year all records of the Treasurer shall be relinquished to an officer of the club for auditing and be returned to the Treasurer with audit report once audit has been completed. All of the previous year's information and audit report will then be given to the Historian.

Annual Requirements

The Treasurer shall have checks available and pay for any Specialty expenses.

The Treasurer shall notify HOSSC membership via email of membership renewals each November. Dues are to be paid by December 31 of same year for the following year. No renewal membership shall be accepted after January 30.

The Treasurer shall ensure that all forms are completed, the correct membership has been marked based on meeting requirements and ensures the correct dues have been submitted. The Treasurer shall notify any member of incorrect payment and correct the payment discrepancies by returning funds, receiving correct funds or disseminating funds to an HOSSC fund.

The Treasurer shall submit payment for the annual fee to the Canine Health Foundation after receiving Board approval in November.

Upon completion of renewal memberships, the Treasurer shall update the HOSSC Membership Directory and publish to the HOSSC Yahoo list in early February.

The Treasurer shall submit all records including, but not limited to: receipts, renewals, checkbook statements, auditing committee report and the checkbook registry plus any other records to the Historian once the audit is complete.

The Treasurer shall prepare annual report of income and expenditures for the Annual General Meeting and file with the Secretary.

Bimonthly Requirements

The Treasurer shall submit a current Treasurer's report to the Secretary and the Heartbeat Editor for publication.

Failure to make a minimum of three scheduled Board Meetings is reason for removal.

Effective Jan 2014