

MRC POLICY 061616.0 – TREASURER MANDATE

MRC TREASURER MANDATE:

Each sport in the Marlton Recreation Council must appoint a treasurer to perform financial duties for the particular sport. The treasurer will be on the sport board and report to the sport commissioner and assistant commissioner as well as the Marlton Recreation Council President and Treasurer.

The sport treasurer is not allowed to be related to the sport commissioner or assistant commissioner nor can the treasurer be an active member of the Marlton Recreation Council Executive Board.

The treasurer is required to keep accurate records of all receipts and disbursements for the sport. The treasurer shall present a report of the financial condition of the sport to the sport commissioner and Marlton Recreation Council Treasurer on a monthly basis.

The treasurer will be required to be one of the approval signatures for all of the sport disbursement requests. The treasurer will insure that each request has two additional different signatures the first being the requester and the second being the approver to insure that both are not the same.

EXCEPTIONS – There are no exceptions.

REASON – This policy is intended to ensure adequate financial controls are maintained so as to minimize errors and fraud.

ADDENDUM #1 --