ELKS TREASURER DUTIES

The Benevolent and Protective Order of Elks *of the United States of America*

The Treasurer of the Lodge shall:

- Receive all monies of the Lodge from the Secretary, giving him/her a receipt therefor.

- Pay all approved bills against the Lodge on vouchers signed by the Exalted Ruler and Secretary.
The Lodge By-Laws may provide for payment of recurring bills after approval by the Board without obtaining Lodge prior approval.
The payment shall be reported at the next Lodge meeting.

- The Lodge Treasurer shall be the only Member of the Lodge authorized to make electronic funds transfers or payments by debit card to vendors for the payment of any bills referenced herein.

- Maintain an accurate record of receipts and disbursements.

- Give bond of at least $5,000 or in a greater amount as may be provided in the By-Laws, unless such coverage is provided through the Grand Lodge insurance program.

- Act as Treasurer of all Committees unless otherwise provided in the By-Laws.

- Sign all check unless the By-Laws also provide for a member of the Board, or a chair officer designated by the Treasurer and approved by the Lodge to sign.

The Trustee or designated officer shall give bond in the same amount as required of the Treasurer.

- A Lodge may authorize the Treasurer to establish & replenish a checking account, not to exceed $5,000, for the sole purpose of paying for Club supplies & inventory. With the approval of the supervising and managing body of the Club, the Treasurer may authorize another Officer or the Club Manager to be a signer on this account only.

- Should the By-Laws require more than one signature, the additional signatories shall not be permitted to be an immediate family member of the first signatory.

  - Receive compensation as provided for in the By-Laws.

- Notify the Board when the unappropriated cash in his possession exceeds such amount as shall be set forth in the Lodge By-Laws.

- Attend all District Deputy Clinics unless excused for good cause by the District Deputy Grand Exalted Ruler.