

# Treasurer

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Objective	<p>The Treasurer shall collect and receive all moneys due to or belonging to the Club. Moneys shall be deposited in a bank approved by the Board, in the name of the Club. The signatures of the President, Secretary and Treasurer must be on record at the bank.</p> <p>The Treasurer's books shall at all times be open to inspection of the Board and he shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported; and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year.</p> <p>The Treasurer shall be bonded in such amount as the Board of Directors shall determine.</p>
GPCA By-Laws	<p>Dues</p> <ul style="list-style-type: none"><li>■ Dues are payable to the Treasurer on or before the 1st day of January of each year. Persons having their membership approved in October, November or December are considered fully paid for the following year.</li><li>■ No member may vote whose dues are not paid for the current year.</li><li>■ During the month of November, the Treasurer shall send to each member a statement of his dues for the ensuing year.</li><li>■ The Treasurer may send reminders if deemed appropriate.</li><li>■ The secretary or membership chairman will send all dues from new members to the Treasurer promptly.</li></ul> <p>Reports</p> <ul style="list-style-type: none"><li>■ The Treasurer shall prepare an annual report to be presented at the GPCA Annual Meeting and Annual Board meeting. This report will be printed in the Pinscher Press.</li><li>■ An annual operating budget shall be prepared two months before the beginning of each fiscal year to be approved by the Board.</li><li>■ A quarterly report will be printed in each Pinscher Press.</li></ul> <p>.</p> <p>Disburse Funds</p> <ul style="list-style-type: none"><li>■ Budgeted funds shall be disbursed as directed by the Board, President, or the membership at the annual meeting.</li></ul>
Robert's Rules of Order	<p>General</p> <ul style="list-style-type: none"><li>■ Keeps track of dues.</li><li>■ Pay Bills, mail checks, and tallies receipts.</li><li>■ Submit Financial Reports as required in the club by-laws.</li></ul>