

# Chapter Treasurer Duties

It is recommended that the Treasurer for any Oxford House group to be a current resident of Oxford House.

1. The Chapter Treasurer shall be responsible for maintaining accurate records of all Chapter accounts.
  - a. The Chapter checking account shall require two signatures for all transactions and changes to account.
  - b. Chapter Treasurer shall use good bookkeeping procedures.
  - c. No one person shall have direct access to Chapter checkbook.
  - d. Shall conduct a monthly audit on Chapter accounts. Should be conducted with Chapter Chairperson and Comptroller.
2. The Chapter Treasurer shall be responsible for paying all Chapter expenses through the Chapter checking account.
  - a. All expenses must be approved by a majority vote of Chapter officers.
  - b. Any reimbursements must be voted on PRIOR to purchase. A receipt must be presented for reimbursement.
  - c. No electronic banking except to Oxford House Inc.
3. The Chapter Treasurer is responsible for making all deposits.
4. A Chapter Financial Status Report is to be presented at each regular Chapter meeting and a copy given to the Chapter Secretary.