

Oxford House, Inc.

HSC TREASURER

The Treasurer must be a resident of a particular house and shall serve a term of one year and may be re-elected to one additional term

Treasurer Duties:

1. Set up and maintain a bank checking account in the name of the “(Name of city) House Services Committee”
2. The signatures shall be the Outreach Services Representatives, Chairperson, Vice-Chairperson with at least two signatures required.
3. Audit the HSC checking account before each meeting with the Chairperson.
4. Present a written report at the HSC meetings including the following:
 - a. Bank balance for the previous month;
 - b. Checks written since the last report;
 - c. Monies deposited since the last report;
 - d. Present bank balance;
 - e. Amount still to be deposited; and
 - f. All upcoming expenses