

### Treasurer

The Treasurer shall be the custodian of the funds and be responsible for the safe control of all Club funds; for preparing and submitting to the Executive an Annual Budget and keeping such records as are required for audit. All cheques and legal documents shall be signed by any **two (2)** of the President, 1<sup>st</sup> Vice-President, Treasurer and Secretary. This signing authority shall be in effect unless there is a perceived or real conflict of interest, in which case one of the designated signatures can be changed by a majority vote of the Executive Board of the Club. All funds shall be deposited by the Treasurer in a banking institution in the City of Pickering. All disbursements of the Club shall be by cheque or other auditable document. The treasurer shall prepare a financial statement for presentation at all the Club's General meetings.