

## **Oxford House, Inc.**

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# **ASSOCIATION TREASURER**

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

### **Treasurer Duties:**

- To apply for the FEIN number in the name of the Association.
- To set up a checking account in the name of the Association, requiring two signatures, bearing the names of two active Association officers.
- To set up a ledger book to record dues received and submit a financial report to the Secretary at the regular meeting. Report shall include the following:
  - Previous bank balance
  - Deposits since last meeting
  - Deposit amount for current meeting
  - Checks written since last meeting
  - Current bank balance