



GOVERNANCE

ROLE OF THE EDUCATION COMMITTEE TREASURER 117

Rationale

The role of the Treasurer in the parish or regional education committee is critical to the successful functioning of the Education Committee and ultimately to the successful functioning of the school.

Policy

The role of the Treasurer is a critical one in the financial management of the school. When at all possible, it is recommended that the Treasurer should have an accounting, bookkeeping or business background.

Procedure

The Treasurer is elected to fulfill the following responsibilities:

1. Prepare a proposed budget in consultation with the Pastor, Chairperson and Principal.
2. Submit the budget to the Pastor and Education Committee for their approval.
3. Monitor all expenditures and receipts with regard to the budget.
4. Provide monthly printed financial reports to the committee as per policy manual.
5. Monitor all school accounts.
6. Oversee the collection of tuition.
7. Oversee the collection of overdue accounts after first consulting with the Pastor.
8. Respond to the Board of Director's request regarding budget information as per policy manual.
9. Monitor that all CISVA financial policies are followed.

Reference:	Approved: Board of Directors
	Date Approved: Pre - 1996
Cross-reference:	Date(s) Revised: