

1. The TREASURER (from constitution & by-laws)
  - a. Shall be responsible for the safekeeping of all society funds and for maintaining financial records in a manner that is consistent with the fiduciary responsibilities to contributors, comparable with budgeted spending categories and documented with sufficient audit trail,
  - b. Shall collect dues, contributions and grants and deposit all monies received with any reliable banking company in New Hampshire in the name of the Springfield Historical Society,
  - c. Shall prepare a budget for the ensuing year and present it to the board for its approval,
  - d. Solely shall disburse funds to the extent that the category amounts do not exceed the full year approved budget amount for the categories. In the absence or incapacity of the treasurer another officer or board member may fulfill the duties of the treasurer,
  - e. Shall report each quarter to the board the year-to-date spending against the full year approved budget,
  - f. Shall aid the president in naming an audit committee in January of each year. The audit committee shall be comprised of two members and it shall be responsible for completing the annual financial audit by March 1<sup>st</sup>,
  - g. Shall issue an annual report based on the calendar year to the board at the January meeting and to the membership following the board adoption of the auditor's report at the April meeting,
  - h. Shall as required in April, file the annual report to the New Hampshire Attorney General Charitable Trust Unit with payment of the required fee