



## **Oxford Houses of SC State Association**

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### **ASSOCIATION TREASURER**

The Treasurer must be a resident or alumnus in good standing and shall serve a term of one year and may be re-elected to one additional term.

#### **Treasurer Duties:**

- To apply or ensure the State Association has an active 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