

C. Unit Treasurer

Each Unit is required to have an elected Treasurer by the Unit's Governing Document. This position is sometimes combined with the Unit Secretary, but cannot under any circumstances be combined with the Unit Leader to ensure checks and balances.

The Unit Treasurer's duties are as follows:

1. Serves as a member of the Executive Board.
2. Maintains all financial records of the Unit in accordance with Association Practices and submits required reports to the Association office accurately and on time.
3. Collects, deposits, and expends funds for the Unit as requested and authorized by the Unit Leader, including annual allotment payments from Association HQ. In addition, to arrange for the Unit Leader and Unit Leader-Elect to have signing authority at the beginning of each year.
4. Prepares, signs, and submits an audited year-end financial statement for each fiscal year ending December 31. Forms can be accessed on the Association web site in the [SLA Treasurer's Community](#). The completed form must be submitted to the Director of Finance at the Association office by January 31. Each Unit's year-end financial statement must be certified as to its accuracy by the auditor appointed by the Unit Treasurer.
5. Reports the fiscal condition of the Unit to the Executive Board at each Board meeting.
6. Prepares the budget with the Unit Leader for approval at the first Board meeting of each new calendar year, and to submit these to the Membership Department of the Association office by January 31.
7. Monitors Unit fundraising activities to ensure that they are in compliance with Association Practices.

For additional information about the duties of the Unit Treasurer, consult the [SLA Treasurer's Community](#).

See Also:

- [Unit Reporting Requirements Policy](#)
- [Credit Card Practice for Association Units](#)
- [Practices for the Administration of Property Owned by Units of SLA](#)