1.11 DUTIES OF THE LOCAL TREASURER

The Local Treasurer shall:

i. chair the Local's Finance Committee;
ii. liaise with the NSTU Financial Officer and NSTU Provincial Finance and Property Committee;
iii. administer all financial matters associated with the Local;
iv. issue suitable receipts for all funds received and deposit all monies on behalf of the Local;
v. keep electronic files of Halifax County Local's expenses using the accounting software designated by the NSTU Financial Officer;
vi. ensure all Local funds are disbursed according to the Local Constitution and Operational Procedures and all transactions are supported with expense form claims and appropriate receipts;
vii. report to the Local, by means of current monthly financial statements, at all Executive and General Meetings;
viii. provide financial records to the NSTU Financial Officer for the annual audit review of Local finances in accordance with guidelines prepared by the Finance and Property Committee by the October deadline;
ix. prepare and present, in consultation with the Finance Committee and with input from Committee Chairs, a proposed balanced budget and a proposed deficit budget (if reserve funds permit) to the Local Executive for approval prior to the presentation at the Annual General Meeting;
x. present the proposed balanced budget and the proposed deficit budget (if one exists) approved by the Local Executive at the Annual General Meeting;
xi. submit a copy of the approved budget for the upcoming fiscal year to the Provincial NSTU by the end of June;
xii. provide access to the financial records to the Local President on request;
xiii. provide financial counsel with regard to Local financial matters to Committee Chairs upon request;
xiv. process all NSTU Representatives' travel expense claims or virtual attendance twice annually, during or after the last meeting in the fall and at the Annual General Meeting;
xv. submit, by December 31st of each year, a list of the members who received Local honorariums to the NSTU Financial Officer;
xvi. submit, by December 31st of each year, a list of the members who received taxable income to the NSTU Financial Officer;
xvii. submit, by December 31st each year, a list of the individuals who received financial reimbursement from the Halifax County Local for presenting workshops or in-services to the NSTU Financial Officer;
xviii. ensure an itemized record of all receipts and expenditures are kept in a secure location for a period of seven years (according to Canada Revenue Agency practices);
xix. oversee, in consultation with the Finance Committee, the Halifax County Local Bursary;
xx. conduct, with the Finance Committee in attendance, an investment meeting with the Financial Advisor from the Local's banking institute annually; and,

xxi. submit to the Local Executive motions regarding the withdrawal or investment of funds to the Reserve Fund as needed throughout the fiscal year.