



Policy Location:	GSFS - 9	Created: 5/10/2019
Title:	Assistant Treasurer	Revised: 7/11/2025
Policy Owner:	Financial Stewardship Team	
Associated Documents:	GSFS – 1 Financial Stewardship Team Policy	
Last Reviewed:		

Policy

At the request of the Treasurer, the Board of Directors will appoint an Assistant Treasurer to perform the responsibilities described below. The Assistant Treasurer is a volunteer position.

Major Responsibilities

In the absence of the Assistant Treasurer, the following duties may be performed by the Treasurer:

- With the Finance Coordinator, count any monies, and prepare the deposit slip on a weekly basis.
- Review the checking account on-line to 1) ensure that the amount on the deposit slip matches the amount received by the bank, and 2) monitor the checks written on-line by the Finance Coordinator.

In the absence of the Treasurer:

- Sign checks prepared by the Finance Coordinator.
- Respond to questions and attend meetings, if necessary, in the absence of the Treasurer.
- Perform other duties, on a temporary basis, assigned by the Treasurer.