**District Treasurer**

The Treasurer will administer and account for District funds and maintain the required financial records. The District Treasurer shall be a knowledgeable Rotarian appointed by the District Governor to a one-year term and may be appointed to subsequent terms but may not serve for more than three consecutive one-year terms. The Treasurer must have an understanding of basic accounting principles and the capability to communicate via telephone, fax, email and the Internet. The District Treasurer is a member of the District Council

**Duties**

The District Treasurer shall:

1. Maintain District financial records except those of committees authorized to maintain individual accounting.
2. Receive and deposit all funds and make all authorized disbursements.
3. Maintain books of accounts on all funds coming under the Treasurer’s jurisdiction. On retirement from office the Treasurer shall deliver to the successor Treasurer all books of accounts and any properties of the District in the possession of the Treasurer.
4. Issue financial statements to the District Governor, the District Governor-elect and the Finance Committee chair as requested by the District Governor and issue financial statements to members of the District Council at their normally scheduled meetings.
5. Pay, in a timely manner, requests for payments that have been approved by the appropriate committee chairs or District officers.
6. As requested, assist the auditor in an annual, independent review of the District financial records.
7. Assure tax returns are filed as required in the USA and Canada.
8. Assure an independent oversight and review for those committees maintaining individual accounting.
9. Serve as a Member of the Finance Committee.