

### 3.4 TREASURE AND ALTERNATE

- 3.4.1 TERM – A Treasure and an alternate shall be chosen for a term of three years to carry out the requirements of Article 32c C.O. They shall be eligible for re-election.
- 3.4.2 VACANCY – In case the Treasurer is unable to serve because of health, moving outside the boundaries of Classis Huron, or other reasons, the Administrative Committee shall appoint the alternate as classical Treasurer pro-tem, after the financial records have been duly audited..
- 3.4.3 INCOMPETENCE – The Administrative Committee may declare the Treasurer disqualified upon sufficient evidence of incompetence or carelessness in the discharge of duties but only after the complete audit of the records.
- 3.4.4 BONDING – The Treasurer shall furnish a Fidelity Bond in the amount decided by classis, the fee to be paid by classis.
- 3.4.5 DUTIES – The Treasurer shall:
- Serve as treasurer of all the funds of classis and place all funds in a depository approved by classis.
  - Keep the accurate record of all of the funds received and faithfully distribute these to the causes intended.
  - Accept only cheques which are made payable to CLASSIS HURON OF THE CHRISTIAN REFORMED CHURCH and which are accompanied by the approved remittance advice form in duplicate
  - Give receipts for all money received by signing and returning the duplicate copy of the remittance advice form
  - Pay, upon itemized accounts, rendered on the approved Expense Account Form, all expenses incurred by classis of any authorized committee or functionary of classis, and shall render a full account of these to classis
  - Make all disbursements by cheque.
  - After each meeting of classis, the Treasurer shall reimburse:
    - traveling expenses of the delegates, at the rate set by classis through the annual budget
    - Remuneration of the host church, according to the rules of classis adopted through the annual budget.
  - Report to Classis in the following manner. The Treasurer shall:
    - At every meeting of classis, submit a financial report, with sufficient copies for all delegates
    - Furnish an annual printed report for every church within classis. The reports shall draw special attention to the payments of the denominational ministry shares by each church
    - At the September meeting, make recommendations to classis for the classical ministry shares, the rates for worship services in vacant churches, mileage, honorariums and remuneration for host churches to be set for the next fiscal year.
    - Keep classis informed of the bank(s) and account(s) in which the funds of classis are deposited.
  - The Treasurer shall send to the secretary of the Administrative Committee, one month before the meeting of classis, a statement of account.

- The Treasurer shall have the privilege of the floor in all matters relating to the finance of classis.
- The Treasurer shall receive an annual honorarium as decided by classis through the annual budget. He/she shall be reimbursed for all expenses incurred in the performance of his/her duties.
- At the first meeting of each year, classis shall appoint a chartered accountant to perform an audit of the financial records of Classis Huron and of the financial transactions and the statements for the current year, the result of which audit must be submitted to classis before the first meeting of the following year, or at any earlier date if so directed by classis.