

District Treasurer

A District Treasurer monitors the use of funds in your district. The District Treasurer works with the District Commissioner and ensures that Unit Treasurers are supported in their roles and fulfil their role responsibilities.

The District Treasurer works alongside the District Commissioner to monitor unit activities through “View-only access” and provides support to Unit Treasurers when requested. District Treasurers also manage the district’s bookkeeping within the Unified Banking System.

The responsibilities of a District Treasurer are the following:

- 1. General financial oversight**

- Monitor the district account to ensure all transactions are accurate and verified weekly.

- 2. Support cookie sales and fundraising in your district**

- Ensure the full cost per case of cookies ordered is deposited before the payment invoice due date for each campaign.

- 3. Financial planning and budgeting**

- Plan a budget for the Guiding year with the district leadership team, including expected revenue and expenses.

- 4. Financial reporting**

- Keep your district Council members informed of the account balance and the available balance monthly.

- 5. Banking and managing finances**

- Deposit all district funds.
- Verify all deposits and purchase card (p-card) transactions.
- Prepare manual expense transactions for non-purchase card transactions.
- Attach electronic copies (scan or photos from your phone) of deposit slips and receipts for all revenues and expenses to the transaction in the Unified Banking system.

- 6. Completing the year-end reconciliation**

7. Supporting Unit Treasurers in your district when necessary

- Ensure smooth transition when Treasurers change positions.
- Help Unit Guiders recruit new Unit Treasurer.

8. Uphold the Nationwide Expense and Cash Management Guidelines for Units and Districts:

- Treasurers are responsible for adhering to the [Expense and Cash Management Guidelines](#) and keeping Purchase Card Holders apprised of the policies regarding permitted and non-reimbursable transactions.