

The Treasurer Shall:

Serve for two (2) years unless required to continue in position for banking purposes.

Maintain the financial records of the organization and prepare them for audit when requested.

Prepare and present to the Regents at the annual meeting an annual operating budget.

Collect Academy dues and pay Academy expenses as directed by the Board of Regents.

Maintain a file of all vouchers and invoices accompanying them for a period of not less than five (5) years.

Deposit all funds in the name of the Academy in a federally insured bank approved by the Regents.

Turn over all funds, properties and records to his/her successor.

Present a report of the financial status of the Academy at each annual meeting of the Academy and act at such other times as determined by the Regents.

Carry out other duties as determined by the Regents.