

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.

District and Unit Treasurer responsibilities do not differ significantly when using the Unified Banking system. However, a District Treasurer may also be responsible for monitoring unit-level activity for operational reasons and can continue to do so through “read only access” to unit accounts. *If you are a Treasurer, please see the Unified Banking Treasurer section below for more details.

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 \$60 per case of cookies ordered are deposited before the payment due date for each campaign.
3. **Financial planning and budgeting**
 - Plan the Guiding year with the district leadership team, including 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.