



Canadian Military Police Association
PO Box 41190
1910 St Laurent Blvd
Ottawa, ON
K1G 1A0

BY-LAW 2 ANNEX C - TREASURER

TERMS OF REFERENCE

1. The CMPA Treasurer is elected by the membership and is responsible to the President. The Treasurer shall:

- With input from the Executive, prepare an annual operations budget;
- Maintain a financial register detailing all income and expenses;
- Provide a financial statement quarterly, or as required, for CMPA Executive meetings;
- Receive all monies destined for the CMPA and deposit such in the CMPA bank account;
- Pay all expenses duly incurred by the CMPA;
- Distribute funding for CMPA funded events as voted by the CMPA Executive;
- Is a signatory on the CMPA Bank Account;
- Provide financial guidance to the CMPA Executive;
- Arrange, under the direction of the CMPA Executive, an annual account audit by a disinterested party; and
- Perform other duties as directed by the President or Vice-President.