



Frankfurt American High School Alumni Association
Classes of 1967 – 1973
www.fahsaa.org

ROLES AND RESPONSIBILITIES OF THE TREASURER

Outline of responsibilities beyond the scope of what is written in the Bylaws:

1. Oversight of the Financial Advisor, providing financial checks and balances
2. Has access to Wells Fargo checking account and PayPal account; performs periodic spot checks of financial activity
3. Has access to Quicken program and reviews entries for accuracy as needed
4. May create financial reports as needed
5. Approves expenses over \$250
6. At the Treasurer's discretion, consults with the Executive Board for larger expenditures proposed by the Financial Advisor and others (the routine annual expenses for awards and expenses by the Reunion Assistance Committee do not need Board approval unless they are unusual)
7. Reviews and approves financial reports prepared by the Financial Advisor

Prepared by Jim Casey, Treasurer and
Gaye Doane, Financial Advisor
August 30, 2025