

The Maryland Episcopal Cursillo

THE SECRETARIAT

TREASURER

- 1. Maintains records of all financial transactions.**
 - Disperses all funds as authorized.
 - Documents all financial transactions in the appropriate manner.
- 2. Prepares financial reports.**
 - Presents a monthly financial report at each meeting of the Secretariat (or emails same to the members of the Secretariat if unable to attend the regular monthly Secretariat meeting).
 - Prepares the annual financial report and presents it to the Secretariat at the February meeting.
 - Prepares the accounting books for the annual review by the review committee, appointed by the Lay Director with the approval of the Secretariat.
 - Sends a copy of all financial reports and the results of the annual review to the Diocesan Canon for Finance.
 - Prepares and submits the annual budget to the Secretariat for review and approval.
 - Submits Annual Business Reports to the State of Maryland.
- 3. Prepares bank signature cards when needed.**
- 4. Maintains communication with the Comptroller.**
- 5. Participates.**
 - Attends Fourth Day Activities, the Annual Diocesan Ultreya, Las Mananitas and Clausura, Ultreyas, and other special Cursillo functions when possible.
 - Supports the MEC with their time, talent and treasure when possible.