

DUTIES AND RESPONSIBILITIES OF THE LODGE TREASURER

R.W. Bro. Vishal Bakshi

Chairman, RGM's Council for
Growth and Excellence in Freemasonry,
RGLNI



DUTIES AND RESPONSIBILITIES OF THE LODGE TREASURER

- ✓ Treasurer is elected by the members of the Lodge in the Election Meeting in which the Worshipful Master is elected.
- ✓ All cheques issued by the Lodge are signed by the Treasurer and either the Worshipful Master or the Secretary of the Lodge.



Date: _____	
Pay _____	OR BEARER _____
Rupees _____	...Only ₹. _____
A/c No. : 123456789000	
BANK NAME	
IFS CODE - 0123	Signature _____
⑆ 012345 ⑆ 0123456789⑆ 012345 ⑆ 01	

DUTIES AND RESPONSIBILITIES OF THE LODGE TREASURER

- ✓ Subscription of members and any other funds due, are received by the Treasurer, who shall without undue delay deposit them in the Lodge bank account.
- ✓ Treasurer will regularly maintain books of account. He shall prepare the annual accounts of the Lodge. These shall be verified and audited by the Audit Committee of the Lodge.



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- ✓ The Secretary shall circulate the copies of the account duly signed by the Worshipful Master, Treasurer and Secretary of the Lodge and certified by the members of the Audit Committee to all the members of the Lodge along with the Summons of the Lodge meeting in which the annual accounts are to be considered.



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- ✓ The Lodge meeting at which the accounts will be considered shall not be later than the third Regular Meeting after the date to which the accounts are made up.
- ✓ Each daughter Lodge shall maintain separate accounts for General Administration/Stewards funds and Charity Fund.



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- ✓ No amount from the Charity Fund shall be used for and/or transferred to the General Administration / Steward funds or for any other purpose other than Charity.



**THANK YOU FOR
TUNING IN !**

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