

- 9.1 **QUALIFICATIONS:** Shall be a registered member of the NSP and able to be bonded; does not need to be a CPA, but must be able to maintain the books in a clear and legible manner.
- 9.2 **APPOINTMENT AND SUPERVISION:** Shall be appointed by and report to the Region Director as the Region's senior Financial Officer and administrator of the budget.
- 9.3 **GENERAL DUTIES:** Shall meet the applicable planning, reporting, budgeting and records requirements listed under Ohio Region Officer's and Advisors General Duties (section 8).
- 9.4 **FINANCIAL RESPONSIBILITIES:** Shall be responsible to the Region Director for all Region funds and shall maintain a proper accounting system and procedures to assure the proper receipt and disbursement of those funds.
- 9.5 **BOOKKEEPING SYSTEM:** Shall set up a bookkeeping system patterned after the Central Division bookkeeping system.
- 9.6 **ACCOUNT EXPENDITURE RECORDS:** Shall maintain accounts in such a manner that expenditures in each account can be determined.
- 9.7 **FUNDS RECEIPT AND EXPENDITURES:** Shall deposit all checks upon receipt and shall issue checks in payment of expense vouchers that have been approved by the Region Director or an Assistant Region Director.
- 9.8 **REGISTRATION FEES:** When Patroller registration funds are not sent directly to higher levels, shall receive from the Division Registration Coordinator the Patroller registration fees, and review same for financial accuracy.
- 9.9 **ANNUAL REGION FINANCIAL REPORT:** Shall prepare an annual end-of-fiscal-year statement for presentation to the Board of Governors and for use in establishing the next-year budget. The end of year statement shall include all Region funds, including those for self-financing programs. An annual Ohio Region financial report must be prepared and sent to the Division Treasurer not later than September 15 for the past fiscal year.
- 9.10 **END-OF-FISCAL-YEAR REPORT MANAGEMENT:** Shall assemble and forward to the Division Treasurer the financial reports of the operating units of the Ohio Region; shall forward those on hand in time to be received by the Division Treasurer by October 1 or earlier if requested by the Division, and shall identify in the package all those units that have not submitted a report. Shall establish Region calendar due dates for all end of year financial reports at the start of the year for publication in the *DOWNHILL* Region Calendars.
- 9.11 **REGION BOARD OF GOVERNORS:** Shall serve on the Ohio Region Board of Governors as a non-voting member and shall attend board meetings.
- 9.12 **DOWNHILL REGION FINANCIAL REPORTS:** Shall prepare Region Financial Summaries for publication in *DOWNHILL* as required by the Board of Governors.