

Duties of the Local Party Unit Treasurer

The Treasurer is, according to state law, the legal representative of the local party unit. It is the Treasurer's responsibility to keep strict financial records of contributions and expenditures, and submit those records to the Minnesota Campaign Finance and Public Disclosure Board in the required format. The best listing of the Treasurer's duties is found in the Minnesota Public Disclosure Law – Political Committee and Fund Handbook, compiled by the Ethical Practices Board (<http://www.cfboard.state.mn.us/>). This document is the Treasurer's 'bible' and should be read by all DFL Party officers.

- Prudently deposit and safeguard the local party unit's funds and otherwise manage its finances
- Make no disbursement without authority or ratification by the Executive Committee or Chair of the local party unit, according to its Constitution and Bylaws
- Prepare and submit timely reports to the Minnesota Campaign Finance and Public Disclosure Board according to its rules
- Report to each meeting of the local party unit central and executive committees on the state of the treasury
- Work with any local party unit committee that oversees the budget and finances
- Undertake the role of local party unit chief fundraiser, if applicable

First duties after being elected

- Accompanied by the unit Chair, go to the bank to change the signatories on the local party unit's bank account as needed.
- Submit an updated registration form to the Minnesota Campaign Finance and Public Disclosure Board if the Chair and/or Treasurer are new.