

ORPHEUS SOP - TREASURER

1. The *Treasurer* of ORPHEUS is accountable for the state of the banking accounts.
2. He/she works together with the financial auditor in the country of ORPHEUS registration- Croatia.
3. Together with the *President* and *Secretary* the *Treasurer* is recorded in the registry of NGOs in Croatia as the person who has legal authorities to represent ORPHEUS.
4. The *Treasurer* together with the *President* has access to the account of ORPHEUS.
5. The *Treasurer* of ORPHEUS sends membership fee invoices annually to ORPHEUS members and if necessary reminds those members who did not pay their membership fee to do so.
6. Before the ORPHEUS *General Assembly* the *Treasurer* of ORPHEUS sends the financial report together with bank account statements to the ORPHEUS auditors.
7. The *Treasurer* of ORPHEUS gives a financial report every year at the ORPHEUS *General Assembly*.
8. The *Treasurer* of ORPHEUS prepares a financial report for every ORPHEUS *EC meeting*.
9. The *Treasurer* of ORPHEUS prepares the draft of the ORPHEUS budget annually, presents it at *EC meeting* and with the approval of EC presents it at the ORPHEUS *General Assembly*.
10. The treasurer of ORPHEUS pays all the bills in the name of ORPHEUS after they have been sent to the *President* of ORPHEUS for approval (Bills need to be signed and stamped by the ORPHEUS *President*).