



Winsted Fire Department

Standard Operating Procedures

01/01/2026

SOP # I-112

Formerly SOP #6-020

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Department Treasurer

PURPOSE

The purpose of this policy is to establish the qualifications, responsibilities, and duties of the Department Treasurer of the Winsted Fire Department, and to ensure proper stewardship, accountability, and oversight of the Department's private funds.

POLICY

It shall be the policy of the Winsted Fire Department that the Department Treasurer possess the appropriate experience, integrity, and training necessary to effectively manage and oversee the Department's private financial assets in a professional, transparent, and fiscally responsible manner, in accordance with applicable laws, regulations, and Department policies.

PROCEDURE

Qualifications

The Department Treasurer shall meet the following minimum qualifications for consideration and appointment:

- Be an active member in good standing of the Winsted Fire Department for a minimum of five (5) continuous years
- Possess demonstrated financial and/or accounting experience or expertise
- Have a working knowledge of financial accounting principles applicable to nonprofit organizations
- Have no criminal background that would compromise fiduciary responsibility or public trust.

The Department Treasurer shall demonstrate strong analytical skills and the ability to perform financial management, budget development, and fiscal analysis.

The Department Treasurer may be required to attend training, workshops, or continuing education programs as deemed necessary to maintain a high level of competence and effectiveness in accordance with Department protocols, policies, and procedures.

Duties and Responsibilities

The Department Treasurer shall manage the Department's private funds, subject to the approval and oversight of the Department Finance Committee, including the development and implementation of sound financial strategies.

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The Department Treasurer may prepare and present an annual operating budget for the administration of private funds. This budget shall be developed collaboratively with the Department Finance Committee.

The Department Treasurer shall prepare and present a detailed monthly financial report, including operating and non-operating funds, cash balances, and investments. These reports shall be read, explained, and distributed at the monthly Officers' Meeting.

The Department Treasurer shall work collaboratively with Department divisions and committees to promote fiscal responsibility and provide financial guidance and assistance as necessary.

The Department Treasurer shall present an annual financial report and audit at the Department's annual meeting held in January.

The Department Treasurer may supervise the collection, counting, documentation, and deposit of donations and contributions received by the Department.

The Department Treasurer shall serve as a member of the Department Finance Committee.

The Department Treasurer shall ensure the timely payment of authorized expenditures as approved or requested by the Finance Committee.

The Department Treasurer shall reconcile all bank statements on a monthly basis and maintain accurate and complete financial records, including all income, revenue, receipts, expenses, disbursements, assets, and liabilities.

The Department Treasurer may prepare, submit, or oversee the preparation of all required tax filings and financial reports, ensuring compliance with Internal Revenue Service (IRS) and other applicable regulatory requirements.

The Department Treasurer shall administer and manage the Department's pension program, when such a program is appropriated and funded by the Town of Winchester, in accordance with applicable laws and policies.

The Department Treasurer may be required to attend meetings as requested by the Finance Committee or the Chief of Department.

Reporting Structure



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The Department Treasurer shall report directly to the Office of the Fire Chief.