

JOB DESCRIPTION

Treasurer

FUNCTION: *Keep a continuous up to date record of the Finances of the Club*

DUTIES AND RESPONSIBILITIES

1. A member of The Executive Committee and the Management Committee.
2. Deposit the membership dues as they are received.
3. Deposit “toonie” funds and any other receipts , as they are received, from the Vice-Captain.
4. Keep a record of the monthly expenditures of the Club.
5. Prepare cheques to cover all expenditures. These expenditures must be approved by The Executive. All cheques require two (2) executive signatures.
6. Present, to The Executive, a monthly statement showing the current and accurate financial position of the Club. This statement should include a comparison between the YTD actual figure and the corresponding budget, for each account item of the approved budget.
7. At the AGM, present to the membership, a summary of the Club’s financial position. (see October – AGM).
8. Advise the Captain of any pending financial problems.
9. Retain records to support all receipts and deposits of funds received, and of payments of all expenses, during the year.
10. Prepare Year-End Financial Reports for The Executive. (see ” Financial Reports” in the Policy Manual).
11. At the beginning of each fiscal year (if needed) arrange for the signature changes for signing officers for the club. (they include – the Captain, the First Vice-Captain & the Treasurer).
12. Recommend any financial changes and/or improvements that would be beneficial to the membership or the Club.
13. When the term is up, see that the incoming Treasurer is counseled on the duties and responsibilities of the position. Further, if possible, act as a resource during the year, to aid and advise the new Treasurer, if he requests such input.
14. Pass the Club’s Treasurer’s copy of the Policy Manual , along with all current and historical records, both physical and electronic, to the new Treasurer.
15. Pass the accounting program, “QuickBooks” to the new Treasurer, and make sure he is comfortable in its use and functionality.

TIME TABLE OF EVENTS AND DUTIES

Monthly

1. Deposit all cash and cheques received.
2. Distribute all cheques approved for payment.
3. Record all bank deposits and disbursements. All bank activity must have proper back-up records, including original invoices, for reference and year end review.
4. When bank statements are issued monthly, reconcile the Club bank accounts.
5. Present a brief report to The Executive at each monthly Executive meeting.

September

1. Facilitate the preparation of the draft budget for the following year. Discussions and agreement of the draft budget should be completed at the September Executive meeting.

October

1. At the AGM, present to the membership a summary of the current years financial position.
2. Approve the following year's budget at The Executive meeting.

Year-End

1. Complete and present to The Executive, the year-end Financial Reports (see "Financial Reports" in the policy manual).
2. Prepare the financial books for the following year.
3. Send out to the membership, prior to the calendar year, the year-end financial statement and the following year's approved budget.