

ROLE DESCRIPTION - TREASURER

Corporate (Bylaw) Responsibilities

1. In the name of the Club utilize current accounts at a bank designated by the Board of Directors and all moneys received shall be deposited in the appropriate account
2. Pay all expenses after such payments have been duly authorized, except for extraordinary expenses for which payment must be authorized by the Board of Directors. All cheques must bear the signature of two (2) members of the Board of Directors.
3. Submit to the annual general meeting a certified financial statement for the year
4. Notify the bank of the Club's signing officers
5. With the President and Vice president prepare a budget for approval by the Board of Directors prior to its presentation to the annual general meeting

Reporting Relationships

- Accountable to the Board of Directors via reports at monthly meetings
- Accountable to the membership via reports at the Annual General Meeting
- Accountable to the Parks Board for certified financial statements to be included in the Club's annual report to the Park Board

Position Purpose

Overseeing the management and reporting of the Club's finances

Key responsibilities and duties

1. Chair the Finance Committee
2. Manage the preparation of the Annual Operating Budget
3. Update the Long Term Financial Plan
4. Establish with the Board of Directors and monitor internal control policies and procedures
5. Recommend and, subject to Board of Directors approval, implement the investment strategy for surplus funds

6. Manage relationships with all financial institutions and electronic payment organizations
7. Ensure compliance with financial reporting to all relevant levels of government (including GST, PST, annual corporate returns, T4A reporting, provincial liquor license, Parks Board annual report, plus any others required by statute or legal agreement)
8. Recommend and implement accounting policies in keeping with CPA Handbook guidelines
9. Manage records retention for financial records in compliance with statutory regulations
10. Recruit volunteers to assist with daily, weekly, monthly transaction processing

Target Dates

See list attached for important billing and reporting dates

Tasks (including but not limited to the following)

1. Attend and report to meetings of the Board of Directors and Member meetings
2. Arrange for bank documentation of signing officers
3. Prepare cheques for payment
4. Prepare deposits and deliver to the bank
5. Ensure accurate general ledger coding consistent with the annual budget allocations
6. Inform the Board of Directors of key financial events, trends and/or concerns by regular reports at Board of Directors meetings
7. Arrange for someone who has an accounting background to certify the financial records of the Club at year end
8. Convene and chair a meeting in late September to prepare a budget for approval by the Board of Directors at their October meeting
9. Present the appropriate financial statements and budget to the AGM in November
10. Submit to the President (after the AGM) the Club's certified financial statements to be sent to the Parks Board as per our Operating Agreement
11. Assist with recruitment and training of a Club member to assure future leadership in this position
12. Issue T4A slips to contracted service individuals
13. Submit GST reports, remit or claim refunds as the case may be, per the CRA established reporting periods

14. Submit periodic liquor license and PST reports per provincial government established reporting periods
15. Submit annual corporate T2 income tax report.

August 2019