

## **Treasurer**

The Treasurer is responsible for the custody of Club funds and all Club financial matters.

### **Essential Elements:**

- Ensure the Club has proper records of accounting by maintaining an accurate, current accounting of all monies, income, and expenditures of the Club, as prescribed in Generally Accepted Accounting Principles (GAAP) using QuickBooks accounting software.
- Solicit input from board members for annual budget line items and prepare the annual budget, obtain board approval at the first fiscal meeting of the year, and present board approved budget to the general membership at the Annual General Meeting for approval, as well as signed financial statements for the previous year.
- Chair the Club Budget Committee (comprised of the President, Vice-President, Treasurer and any other interested Board members). Ensure the budget is prepared based on a gross concept.
- Attend meetings of the Club Board of Directors, provide a financial report prior to each meeting, comprised of a Statement of Operations, Statement of Financial Position, with comparison to budget and prior year and a brief highlight narrative, answer any questions, and provide detailed analysis, for any account.
- Maintain sufficient supporting documentation for all receipts and disbursements suitable for audit by BTC auditors.
- Prepare a monthly bank reconciliation supported by the official bank statement. Have the President acknowledge receipt of the same verifying that the reconciliation agrees with the Statement of Financial Position reported cash balance.
- Make bank deposits and oversee and control the disbursements of all Club funds ensuring conformity to budget and adequate cash flow. Provide advice and assistance to board members that impact club finances.
- Work with BTC to ensure correct CRA compliance with tax receipt plans prior to fundraising events and facilitate the tax receipt process following events.
- Ensure the correct process is followed for club flow through of fundraising funds being credited to the club's lifetime total raised with the BTC.
- Prepare quarterly billings for advertising in the Caledon Comment and any other billings required. Maintain an accounts receivable subsidiary ledger. Ensure unpaid accounts are followed up by the Advertising Coordinator or originator of the billing.

- Complete semi-annual “Club Declaration of Financial Health” report to the Finance and Risk Committee. The Club President must also sign the declaration.
- Prepare quarterly HST Reports and submit same to the BTC.
- Be responsible for monies received from all sales (i.e., ticket sales, merchandise, registration fees, etc.).
- Be one of 3 people authorized to co-sign cheques on the Club account.
- Support the mission and vision of the CHBTC and the BTC.
- Be a CHBTC member, sign the BTC Confidentiality Agreement, and be familiar with the CHBTC Board of Directors’ Manual, BTC Volunteer Orientation and Training manuals and BTC Strategic Priorities.

**It is helpful to have:**

- Basic bookkeeping and financial statement preparation skills
- Familiarity with electronic accounting software, Microsoft Word and Excel computer skills
- Communication skills, including being able to communicate basic accounting concepts