

Position: Treasurer

- Act as signing authority on all bank accounts (this is done in conjunction with the President, *Vice-President* and Secretary).
- Maintain a chart of accounts, by keeping full and accurate records of all EGV receipts and disbursements using (see sample: *General ledgerEGV- TEMPLATE-Wrk-copy*).
- *Ensure that expenses (include receipts) and submission of funds forms are always submitted and are accurate and complete. (see samples: Expenses Reimbursement Form and Funds Submitted Form)*
- *Ensure all events, functions and workshops that collect fees complete an EGV Function Statement (see samples)*
- *Deposit money/cheques in a timely fashion within the month of receipt and no later than 30 days. Night deposit option is available.*
- *Issue EGV cheques upon within 30 days upon receipt of the completed Expense Reimbursement form.*
- Reconcile bank statements monthly. On-line access is available to download the monthly statement at the end of that month and/or first day of the next month.. A paper copy of the statement is sent to the treasurer's address.
- Email the monthly financial report (see sample EGV Exec Monthly Report) to the executive at least one day prior to the EGV evening executive meeting and/or one or two days after the first of the month.
- Prepare for discussions about the monthly financial report at the executive meeting and to the membership at the evening meeting.
- Pay for facilities rental **monthly**.
- **Ensure payment of insurance** (for EGV assets) on a yearly basis (*usually* due late January). **Notification by email - Insurance is through EAC - Benson Kearly IFG**
- Coordinate, with the Membership **Director**, the remittance of memberships to the EAC.
- Prepare a year-end income statement for presentation at the June meeting.
- Prepare the EGV books for review in July.
- Send the annual financial statement (year-end income statement) to the EAC treasurer. *In conjunction with the president file the financial statement* with the BC government as required by the Society's Act.
- Prepare the annual budget with input from the executive.
- Present the annual budget to the membership for approval at the AGM.
- Coordinate any needed transfers of signing authority for bank accounts.
- *Attend evening and executive meetings providing current financial reports*
- *Presents applicable motions - annual budget, annual non-budgeted expenses, bursary limits, membership fees, Year End financial Statement and appointment of a financial reviewer*
- *Prepare transitional material for new treasurer*

January/February: pay insurance *Group policy with EAC - through Benson Kearly IFG*
Last contact: Terri Briggs email: terri@targetedaccounting.com
Targeted Accounting
905-884-0354 905-884-0945 (fax) www.targetedaccounting.com

Request budget numbers from executive and committee members

February/March: prepare proposed budget for printing in *April/May newsletter*

May: present proposed budget to membership for discussion and prepare year-end financial reports

June: present final financial reports for approval, present annual budget for approval, and appoint financial reviewer

July: *pay Website Domain renewal every five years (5yr Jul 2015-2020) to Varial Technologies Inc. Invoice may be sent to the EGV Webmaster.*

August: pay facilities rent for September to December
(Suggest paying rent monthly)

September: *pay BC Society registration - President to fill the registration and ask the treasurer for the fee.*

December: pay facilities rent for December to August
(Suggest paying rent monthly)

Ongoing:

Depositing cheques/monies from EGV functions and events

Reimbursing members' for EGV expenses as per their completed forms

Monthly financial reports to executive and membership at evening meeting

Payment of rent monthly

Update job description as appropriate