

## Treasurer Responsibilities

- as member of the executive, attend meetings to address future club programs, race events, fee structures for programs etc.
- make deposits for club (around 25 deposits annually, most between Oct -March 31)
- pay invoices and club members requiring reimbursement for expenses paid on behalf of club (about 100 cheques annually, mostly Nov-Apr 15)
- coordinate the budget process, obtaining budgets from all committee chairs, presenting draft budget for November club meeting and obtaining approval at the December club meeting
- using Simply Accounting complete bookkeeping preparing a balance sheet and income statement compared to annual budget for end of November, through to end of April months of the year. The fiscal year runs from May 1 to April 30<sup>th</sup> with most of the activity in the accounts from November to March 31.
- reconcile the bank accounts monthly (usually do summer months in September)
- renew bonds, term deposits or transfer excess to Savings account making recommendations to the club based on interest rates and cash needs for the club. (twice a year)