



Treasurer

Responsibilities:

- Contact the Club's bank and fill in new signature cards.
- Keep an accurate, up-to-date record of Club finances.
- Give a Treasurer's report at Club business meetings and a written report to the Secretary.
- Move your report be adopted for review purposes.
- Collect members' dues.
- Deposit income in the Club's bank account and to provide receipts when receiving money for the Club.
- Pay bills on behalf of the Club and to keep a copy of receipts received when bills are paid.
- Co-sign Club cheques.
- Check your records against the bank statement when it arrives. Be sure figures agree.
- Keep all receipts, cancelled cheques and bank statements.
- Prepare a financial statement at the end of the Club year.
- Make a list of all the items the club owns (inventory).
- Have a financial review done on books at the end of the Club year.
- Assist the President and other officers in preparing meeting agendas.

