

# ***Probus Club of Applewood***



## ***TREASURER – JOB DESCRIPTION***

### **From the Constitution:**

#### **IV General Meetings**

1. The Annual General Meeting shall be held in accordance with Club by-laws. At the meeting members shall be provided with a financial statement for the preceding 12 months co-incident with Annual Meeting and any notices of motions.

#### **VI Membership Fees**

1. Each member\* of the club shall pay the annual membership fee as provided in the Club by-laws.

#### **VII Non-Profitability**

1. The income and property of the club shall be applied solely towards the objectives of Probus and no portion thereof transferred directly or indirectly to the members\*.

#### **By-law No. 6 - Financial**

1. The Treasurer or designate shall deposit all funds of the club in a financial institution approved by the Management Committee. The signing officers shall be any two of four designated officers consisting of the Treasurer, President, Vice President and Past President.

2. The fiscal year is from September 1 to August 31.

## **Duties of the Treasurer**

The Treasurer is a member of the Management Committee (MC).

The Treasurer is responsible for ensuring the Club is operated on a sound and conservative financial basis. This includes ensuring that special events and programs do not lose money and that an adequate reserve fund is maintained at all times.

The Treasurer is responsible for the funds, financial records, financial reporting and financial management of the club. Specific duties include:

1. The establishment and maintenance of the Club bank account(s), including the deposit of funds, the issuance of cheques, reconciling the bank statements to the financial records of the Club, and ensuring compliance with all banking requirements and regulations.
2. Ensuring that all Club funds are deposited promptly in the Club bank account(s) with appropriate documentation as to their nature and source.
3. Ensuring that all disbursements of Club funds receive the appropriate approvals, including substantiating invoices and vouchers.
4. The maintenance of accurate and complete financial records of all Club revenues, expenses, assets and liabilities.
5. Liaising with the Membership Coordinator to balance or reconcile on a monthly basis his record of the number of members\* with the membership dues received.
6. Ensuring the collection of all membership renewal dues and recommending action to the Membership Coordinator with respect to members\* in arrears.
7. Preparation and presentation of periodic financial statements and reports, including budgets and forecasts, for approval by the MC and subsequent presentation to the members.

8. Recommending the annual fee level to the MC.
9. Preparation and presentation of an annual financial statement (Constitution IV, 2) and a budget for the succeeding year for approval by the MC and the members at the Annual General Meeting.
10. The Treasurer is responsible for arranging for the Annual Financial Review by the members so designated, and he will present their summary report to the members at the AGM and the MC meeting following the AGM. The presentation to the MC will include any supplemental recommendations they make, if any.
11. Ensuring that the collection of funds for activities and events is carried out accurately and responsibly, and that the funds collected are properly accounted for. Activities and events include such items as sale of coffee, operation of 50/50 and other draws, special lunches and barbecues, tours, excursions and other special events.
12. Ensure the timely payment of the Club's "insurance fees" as well as the "membership\* fee" to the Probus Centre - Canada.
13. Providing advice and input on all financial matters affecting the Club.

\*- indicates the inclusion of "associate members"

February 2018