

Probus Club of Applewood



TREASURER – JOB DESCRIPTION

Primary 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 monitoring the finances of special events/programs and always maintaining an adequate reserve fund.

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

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.

1. Ensuring that all Club funds are deposited promptly in the Club bank account(s) with appropriate documentation as to their nature and source.
2. Ensuring that all disbursements of Club funds receive the appropriate approvals, including substantiating invoices and vouchers.
3. The maintenance of accurate and complete financial records of all Club revenues, expenses, assets and liabilities.
4. Liaising with the Membership Coordinator to balance or reconcile on a regular basis his record of the number of members* with the membership dues received.

5. Preparation and presentation of periodic financial statements and reports, including budgets and forecasts, for approval by the MC and subsequent presentation to the members.

Additional Duties of the Treasurer

1. Recommending the annual fee level to the MC.
2. 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.
3. Arrange the Annual Financial Review by the members so designated and present the summary report to the members at the AGM and the MC meeting. The presentation to the MC will include any supplemental recommendations they make, if any.
4. Ensure the End of Year Financial Presentation and Minutes are forwarded to the club Email ApplePro805@gmail.com for inclusion on the Website.
5. Monitoring that the collection of funds for activities and events is carried out accurately and responsibly **where the Club is the recipient** of the funds. 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.
6. Ensure the timely payment of the Club's "insurance fees" as well as the "membership* fee" to the Probus Centre - Canada.
7. Running the 50/50 draw at monthly meetings.
8. Providing advice and input on all financial matters affecting the Club.

Time commitment

12-16 hours per month. An additional 12-16 hours is required immediately prior to the AGM.

Prepared by Bob Topping
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