

PROBUS CLUB OF DURHAM WEST

TREASURER ROLE – UPDATED MAY 2023

TREASURER – 2023 role description in detail

Minimum 1 year term.

Attend monthly General and Management Team meetings.

- The Treasurer is responsible for controlling all aspects of the club's finances.
- Record all cash receipts deposited into the club's bank accounts. These will be in the form of direct deposits, bank transfers, cash and credit card payments. Maintain records to support these receipts.
- Prepare all cheques for invoices or expenses received. Ensure the proper backup receipts and/or documents are submitted and expensed to the proper account.
- Balance the bank statements shortly after month end and prepare a financial statement to be presented at the General Meeting. The statement is to be submitted to the Secretary to be entered into the agenda.
- Prepare an interim monthly report for the Management meeting based on the spending in the current month.
- Prepare and maintain a book of accounts showing the years cash flow.
- Prepare an annual budget one to two months prior to the fiscal year end and submit to the Management Team for approval. Once approved the budget shall be presented to the membership at the following General Meeting.
- Pay yearly PROBUS Canada dues.
- After the Club's year end, reconcile the accounts and arrange for the books to be audited. Once the audit is completed submit the report to the Management Team and report the findings to the general membership.
- Keep the financial records for a period of 7 years. Make sure all older records are shredded.