



THE PROBUS CLUB OF BURLINGTON LAKESHORE

Treasurer:

Overview - The treasurer serves as an officer and accepts signing authority responsibility. He prepares and processes bank deposits from funds collected at meetings, disburses payments for bills received from management committee members and third parties, and prepares and presents monthly financial statements to the management committee, in accordance with generally accepted accounting principles. Forecasts and annual budgets will be prepared and annual audits arranged. (Time estimate, except where noted 3 – 4 hours per month).

Specifically, the Treasurer will:

1. Collect funds as required, prepare and process bank deposits. Typically, collections include coffee/rental meeting collections club share of 50/50 draws and receipts from co-ordinators including membership fees received from time-to-time.
2. Disburse funds as required including, speaker honouraria, bills presented by event co-ordinators, management committee members and third parties for hall rental, insurance and club registration fees.
3. Update financial records from source data (deposit copies and cheque stubs) and prepare and present monthly financial statements to management committee, (copies for all management committee members).
4. Reconcile the general ledger bank account to bank statement monthly.
5. Every July, prepare projection of current year results and draft budget for following year for discussion at August management committee meeting. Draft budget requires input from some management committee members; e.g. membership, newsletter/webmaster co-ordinators and some third party suppliers. Update at September meeting for formal approval at October meeting. (Time estimate - about 4 hours).



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6. Every August/September, arrange for audit of club books and obtain signed Audit Report for presentation at Annual Meeting. (Time estimate - 1 Hour).
 - Note: Seek a volunteer from among membership but not a management committee member. Use the August newsletter &/or contact members who are accountants / financial professionals directly. Arrange delivery of records to auditor.
7. At October Annual Meeting, present Treasurer's Report to members for approval. Report covers current year's results and next year's approved budget for period October 1st - September 30th. Present Auditors report to members for approval and publish summary in Newsletter.
8. Every November, present motion at the Management Committee meeting to approve new signing officers after committee has elected new officers for the coming year. Secretary will prepare necessary letter to Bank to change their records. Update mailing address for bank statements as needed. In addition, he will submit annual report/remittance to Probus Canada and renew annual D/O insurance.

(Time estimate: Approximately 1 hour per month)