



"Life's Good in Burnewood!"
www.burnewood.ca

TREASURER JOB DESCRIPTION

- Be familiar with the League's by-laws and general policies.
- Be responsible for the day to day fiscal activities of the League.
 - Act as the liaison between the League and the company contracted to provide book keeping services for the League.
 - Ensure that all funds are used in accordance with any spending restrictions that are placed upon them by budget, grants, etc.
 - Receive all monies from programs, memberships, hall rentals and gaming activities, providing a receipt where appropriate.
 - Deposit all monies received into the appropriate bank accounts.
 - Prepare a list of all deposits made into the various bank accounts and communicate this information to the League's bookkeeping company.
 - Prepare and process all cheque requests. Cheque requests typically originate from Program Directors or invoices from external service providers. Supporting invoices / receipts must be attached to all requests.
 - Arrange for cheques to be prepared by the bookkeeping company. Arrange for two executive members with signing authority to sign the cheques. Distribute all signed cheques appropriately.
 - Process all requests for Program Credit redemption, ensuring that any approved requests comply with League and AGLC policies.
 - Be responsible for petty cash (\$200.00), arranging for replenishment of funds when required.
 - Coordinate pay roll activities for both summer and winter temporary staff (Green Shack and Rink).
- Attend all executive and general meetings of the League and be prepared to present an interim financial statement at all meetings.
- Prepare a preliminary budget for the Annual General Meeting (AGM). The AGM is typically held in April / May.
- Review all documentation related to gaming activities (i.e. bingos and casinos) and maintain gaming trend databases. Arrange for blank cheques to be prepared in advance of all gaming events. Be knowledgeable about all gaming related issues.

- Coordinate and oversee summer Green Shack program.
 - Agree format for program with CRC representative.
 - Complete STEP / SCP grant applications.
 - Coordinate pay roll and distribute pay cheques (on site).
 - Complete relevant activity reports.
- Prepare gaming reports for AGLC to account for distribution of gaming funds (typically on an annual basis for each gaming account). Ensure reports are delivered to AGLC and respond to any follow up promptly.
- Prepare and submit Annual Societies Registration for the League.
- Prepare and submit City of Edmonton League Annual Operating Grant Application.
- Prepare and submit any other grant applications / financial reports as required and initiated by League activities.
- Pick up mail from the mailbox (typically on a weekly basis) at the Burnewood Hall and distribute mail accordingly.
- Report directly to the executive.
- Act as a deputy for the President when required.
- Be knowledgeable about all League activities and events.
- Be willing to assist whenever needed.