

## **Lynn Valley Garden Club – Treasurers Job Description.**

### **Constitutional Definition:**

The treasurer shall:

1. Collect all monies due the society and deposit same in a chartered bank or credit union in Canada.
2. Keep accurate records of all transactions together with supporting invoices and receipts.
3. Furnish a statement to the membership at each general meeting and to the executive upon request.

### **Summary of Duties**

Broadly, there are three main areas of responsibility:

#### **1. Basic Financial Procedures**

The Treasurer is responsible for collecting and disbursing funds, and for monitoring performance vs budget.

#### **2. Annual Financial Strategy**

On an annual basis, the Treasurer prepares a preliminary budget for review by the executive. The budget should be presented in comparison with actual results, and with explanatory notes. Once approved by the executive, the budget needs to be presented and approved at the AGM by the overall membership. Actual year end results, vs budget should be presented to the membership annually after the accounting review has been completed.

#### **3. Overall Financial Health and Strategy**

In general terms the Treasurer needs to consider the financial profile of the club and ensure that nothing is being proposed that might place the club at risk.

JS October 2023