

BOW VALLEY LINE DANCE CLUB

POSITION DESCRIPTION

Position: **TREASURER**

Term: One year

Reporting to: President

RESPONSIBILITIES:

- Maintain up-to-date financial records of the Club:
 - Maintain a record of all BVLD financial transactions on an excel spreadsheet.
 - Process any funds received (registration fees, dance parties, special events)
 - Verify all invoices and issue cheques to cover them.
 - Reconcile the monthly bank statement against the spreadsheet.
 - Report on the financial status of the Club at Board and General meetings.
- Prepare the year-end Financial Statement and have it reviewed.
A copy of this Statement must be filed in the Club Records.
- Maintain on-line banking access for verifying E-Transfers.
- Prepare the annual budget for approval by the Club's Board.
- Prepare quarterly, or as needed, cash flow statements to the Board.
- Hold signing authority on the Club bank account.
- Prepare all financial documents for the annual internal audit.
- Ensure that the financial records for each year are filed with previous years' records.
(Only seven years of files need to be kept at any time.)

Approved: 2018