

JOB DESCRIPTION

TREASURER



Maintain and track Journal Entries Spreadsheet with all transactions.

Maintain & track Historical Donations Spreadsheet – with receipt and without receipt issued.

Maintain & track Gift Cards, Food cards, etc in Spreadsheet.

Maintain & track donations in lieu spreadsheet.

Prepare Revenue & Expenditure report at Year End (March 31st) or as requested. Sometimes we need an up to date version to apply for grants prior to year end or for meeting purposes. Provide comments and suggestions going forward for the AGM and wrap up meeting.

Obtain from Secretary, List of all Directors' legal name, residential address, phone number, birthdate, position, term start date & end date, if applicable. (This need to be completed with the T3010 at year end)

File CRA T3010 return through my CRA account. – April/May

Apply for Public Service Bodies Rebate (GST) semi-annually. April – September & October – March. I usually apply for both at year end. We may apply for 50% reimbursement for all GST paid as a Registered Charity.

Reconcile spreadsheet to bank statements -monthly during peak season or quarterly in off season.

Obtain all financial records. Envelopes mailed in must be kept for proof of date.

Prepare and deposit funds when received, including email transfers to PRchristmascheer@gmail.com.

Maintain PRchristmascheer@gmail.com emails pertaining to finances, tax receipts, etc.

Pay expenses as required. Treasurer is 1 of 3 eligible signers (also President & Secretary). Any 2 must sign together.

Monitor GIC's and recommend best savings solutions.

Maintain access to Safety Deposit Box for Gift cards/Food Cards.

Order Grocery cards as required. \$100 cards for Grocery Purchaser's purchases and appropriate denominations for hamper requirements. Ask for increased discounts. Save On Foods has given us 10% over the past 2 years (form allows for 6% they have usually granted 8%). Steve at FreshCo has offered us 1% on top of Freshco discount of 5%. Cards should be available for the Purchaser to start in August and last order should be at least two weeks before distribution.

Assist in the preparation of Food Vouchers to envelopes for distribution day.

Distribution Day – assist with verifying registration and handing out envelopes.

Any other duties you would like to assist with