

Shuswap Ringette Association Expectations of the Treasurer

Accurate Accounting Records

- Expected to be at each meeting of the executive. If unable to attend, you must provide financials.
- Provide current Profit and Loss statement, Balance Sheet and a current bank balance at all executive meetings.

Presents balance financial reports to AGM

- Expected to be at meeting to provide yearend financials and current bank balances.

Grant Applications and yearly budget

- File annual "Use of Grant Funds Report" to Gaming.
- Provide financials for Grant Applications
- Project budget for coming year considering extra costs for equipment and supply costs.

Payments/Deposits

- Monthly payments to associations for ice costs.
- Monthly payments to ice officials.
- All other payments required for advertising, supplies, dues, etc.
- Deposit monies into the accounts of SRA

Invoicing

- Monthly invoicing to other associations for ice costs

Society Act

- Reporting of annual society report reporting directors and AGM date
- Payment to Society

Fundraising Committee

- Provide support for fundraising committee
- Provide cash floats for required events
- Payment of all expenses incurred as a result of fundraiser