

Treasurer – Job Description

JOB PURPOSE

To manage Society finances and communicate the financial information to the Board

DUTIES AND RESPONSIBILITIES

Track finances - pay bills, deposit money, keep receipts

Monitor budgets and investments

Submit annual reports as required by mandate.

AUTHORITY AND ACCOUNTABILITY

Co- signs cheques, notices, acceptances and bills of exchange. (any two of President, Past-President, Treasurer)

Co -signs contracts and documents which require the signature of the Society. (President or Vice president together with the Secretary or Treasurer)

Issues tax receipts for monies donated to the Society

The Executive has the power, by resolution, to appoint any Director to sign contracts or documents relating to Special projects.

Skills knowledge experience:

- Strong knowledge of business and finance- e.g. bookkeeping, financial management, accountant background. Computer literate, Organizational skills

REMUNERATION:

Receives funds for personal expenses such as travel and meals to attend District 10 meetings, OHA Conference / AGM, if budgeted.

Treasurer – How To

Budget

Committee Chairs and members can make purchases within the budget allocated to that Committee. Generally, the budget is set by Directors in late summer and approved at the September Board meeting.

Pay bills

The Society has accounts with suppliers, who will invoice the Society for goods and services. Examples of current suppliers:

Elmview Farms – mulch; Vanhof and Blokker – bulbs; Cozyn's, Klomp's Sebringville - garden centers, Stratford Business Center – copying

Invoices are received both by mail and email. Most invoices are paid by check.

Committee Chairs and members make "out – of –pocket" purchases such as stationery, postage and are reimbursed by check from the Treasurer. These are usually handed in at Director or general meetings. The member signs the purchase receipt and notes what budget the expense comes from eg plant sale, public gardens. In the case of a credit card purchase, the receipt - NOT the credit card slip- is needed because the Society can claim for the HST and this needs to be shown on the receipt.

Make deposits

Money is received by different means. The Committee responsible typically takes care of sales and hands the monies received to the Treasurer for deposit. Examples:

- Memberships are sold at meetings and local merchants. The membership Convenor passes the money along with the number of paid memberships sold, to the Treasurer, usually at the end of meetings.
- Door prize tickets, plants, seeds, horticultural supplies
- Registration fees for bus tours, workshops.
- Special events – garden tour, plant sale, flower show

Cash float

The Treasurer may be asked to provide a cash float for special events and to the membership convenor as needed. Typically the plant sale float would be \$300 in loonies, toonies; fives; the garden tour / membership would be \$100 in fives and tens.

Accounting Software and Reports

The Society books are kept online in "Quick Books" The Treasurer prints out the income and expenses report and gets these approved at each Director meeting.

Insurance

Insurer: The Cooperators. Dues to the Ontario Horticulture Society covers liability insurance for the Directors. Occasionally the Society has to provide a certificate of insurance for an event; the insurer provides these.

Records

The Treasurer keeps financial reports on file, as required by law. See the "Communications" sheet for details.

Signing authority and Bank Accounts**Investments**

The Treasurer monitors and makes changes in investments as needed. He/she confirms interest is being received per certificates and ensure one certificate can be cashed at any time for emergencies.

The Society has investments with Franklin Hinz, Libro and Credit Union List?

Communication