

## *Treasurer*

This position is one that holds the most trust. The Treasurer is accountable to all members of the club in regards to all revenue and expenditures. The individual who seeks this role is not required to have an accounting or bookkeeping background although that would be an asset.

A person wishing to hold the position of Treasurer should have or wish to further develop a skill set which includes: a general comfort with numbers, ability to utilize basic accounting ledgers, real or electronic, being open and transparent, speaking to the club and fielding questions, and an ability to articulate their thoughts and the accounting process utilized.

The Treasurer typically has the following responsibilities unless the Club House Rules specifically states otherwise which include but are not limited to:

- Ensure that the previous year's financial records have been audited
- Deals with all banking duties; signing authorities, deposits disbursements, opening and closing accounts etc. and ensures all are recorded according to acceptable accounting principles
- Prepare mini audits throughout year as specified and an annual report upon completion of the current Kin year. Prepare the books for the year-end audit
- Assist the president and committees with drafting budgets
- Prepare treasurer's report for each General and Executive meeting and ensure it is adopted by the members
- Collect membership fees and pay all dues assessments to Zone, District and National in the required time frames
- Ensure the Non-Profit Organization Report is made to Revenue Canada

Additional information on having a successful year as Club Treasurer along with the complete list of duties, can be found in the **Successful Club Manual** located in the Resource Library @ [www.kincanada.ca](http://www.kincanada.ca)

