



TREASURER

ROLES & RESPONSIBILITIES

Newly appointed Treasurer

- Obtain copy of minutes indicating name of Treasurer elected by Board and those individuals having signing authority for the ACDA bank accounts.
- Provide these documents to the bank (Alberta Treasury Branch) in order to transfer signing authority.
- Outgoing Treasurer &/or Individual with signing authority must request transfer of signing authority.
- Individuals newly appointed as having signing authority must, with appointment, attend at the bank to complete forms for obtaining signing authority

General Duties of the Treasurer

- Pay bills submitted to ACDA from the ACDA bank account (up to 500.00 can be paid out at one time without requiring meeting approval (Directors or General meetings).
- Deposit money received for the ACDA to the ACDA bank account.
- Maintain accurate bookkeeping of all transactions of the ACDA bank account.
- Reconcile monthly bank statements with ACDA ledger and cheque book records.
- Prepare financial statements as required by the Board and for submission to Director's meetings and the AGM.
- Ensure individuals appointed at the previous year's AGM as financial auditors are provided an opportunity to audit the books prior to the AGM.
- Provide copies of financial statements to the ACDA membership at the AGM and to the Secretary for retention with meeting minutes.
- Prepare a draft budget for the upcoming year for presentation to the year end Director's meeting and the AGM.
- Maintain & keep safe the financial records (including receipts and invoices) of the ACDA.

Duties of the Treasurer related to Memberships

- Issue receipts for Website advertising and any other monies received that require a receipt.
- Maintain current list of members of ACDA as individual chapters &/or individuals submit names of members and payments associated with those members.
- Provide membership lists as requested by Directors on the Board of ACDA e.g. for sending out meeting notices or information about upcoming events.
- Complete applications and pay for memberships as directed e.g. AEF, ADS.