

TREASURER'S RESPONSIBILITIES & DUTIES SUMMARY

The Treasurer is an Officer of the Church, a member of the Council and Executive of Council, and a participating member of the Finance Committee. The Treasurer's responsibilities include, financial and cash management, payroll input, transaction control, reporting, budget input, advice and consultation, cheque and bank draft issuance, and QuickBooks management.

Treasurer's Responsibilities:

- **Third-Party Contacts:** The Treasurer is responsible for making all third-party contacts, including BMO, CRA (T3010), ADP Payroll Provider, Auditor, UCC (Statistical Return), Council, Executive, Committee Chairs, and holders of advances (OMRA, bazaar, petty cash, TTBW).
- **Financial and Cash Management:** This includes monitoring cash levels, requesting funds from investments, recommending and purchasing investments for idle cash, following up with holders of advances for monthly reconciliation, and revising financial account signing authorities.
- **Payroll:** This includes providing payroll input to ADP, providing pay statements to employees and payroll reporting.
- **Transaction Control:** The Treasurer reviews monthly cheque issues, prepares monthly salary spreadsheets, and ensures correct accounts are charged.
- **Reporting:** The Treasurer prepares monthly and annual financial statements, reconciles revenues with the Envelope Secretary's "Summary of Givings," and prepares various reports such as the T3010 Charitable Organization Report and GST/Federal Portion of HST rebate claim.
- **Budget Input:** The Treasurer prepares forecasts for selected items during the budget process and reviews budget entries to ensure agreement with the approved budget.
- **Advice and Consultation:** The Treasurer advises committee chairs and segregated fund custodians on policy and procedures and assists in the analysis of expenditures.
- **Cheque and Bank Draft Issuance:** The Treasurer prepares urgent cheques and letters requesting bank drafts in foreign funds.
- **QuickBooks Management:** The Treasurer approves changes to the Chart of Accounts and trains the Bookkeeper in the use of the software.

Treasurer's Duties:

- **Monthly Duties:** These include preparing monthly financial statements, providing expenditure/budget reports, providing payroll input, attending Finance Committee and Council/Executive of Council meetings, and making reports.
- **Annual Duties:** These include calculating fixed asset additions, preparing employee and government T4 statements, preparing annual financial statements for the Church's Annual Report, preparing the T3010 Registered Charity Information Return, submitting accounting records for audit, and providing financial input to the UCC annual statistical report.
- **Periodic Duties:** These include calculating GST/Federal Portion of HST rebate, providing financial data to meet government and UCC reporting requirements, responding to queries from government agencies and committee chairpersons, and providing updated forecasts and actuals to the Budget Coordinator.
- **Changing Signing Authority:** The document details the process for changing signing authority for various financial institutions, including BMO current account, ING Direct savings account, and BMO Nesbitt Burns.
- **Investments:** The Treasurer is responsible for instructing BMO InvestorLine to purchase and sell investments and rev securities and transfer the proceeds to the church's BMO current account.