* Position Title — Treasurer

Duties:

* FINANCIAL YEAR
* Financial year runs from October 1st to September 30
* CIBC BANK ACCOUNT
* Cheques require two signatures
* Monthly statements available on line, no paper statements
* Bank card but no ATM privileges — cannot withdraw cash (due to the required two signatures)
* PAY PAL ACCOUNT
* Transaction fees are currently 2.9% of the amount of the transaction plus $0.30

 Set up to allow transferring funds to/from CIBC account and to deposit funds on-line from website registrations

* Monthly statements available on line, no paper statements
* DUTIES
* All year long:
* Check BDBC mail box regularly (P.O. 1604) for invoices and payments. More frequently at the beginning of the paddling season.  Pay invoices, obtain required signature(s)
* Monitor CIBC account and liaise with CIBC when signing officers need to change or other reasons.
* Monitor cash flow and make recommendation to Board re: amounts to be invested (GICs etc.)
* Prepare and present YTD financial results to Board at each Board meeting
* Attend and contribute to Board meetings
* As a Board member, attend and participate to as many club events as possible
*  Performs other duties assigned by the Board
* As a Board member, attend and participate to as many club events as possible
* January/February:
* Prepare a budget and make recommendation to the Board regarding membership fees for the coming paddling season
* Liaise with website coordinator to ensure that membership fees are updated on the website
* Issue T4A for coaching fees and any other providers of services whose fees > $50
* Ensure Notice of Assessment in respect of prior year fiscal year is received
* At the Open House
* Provide receipts to members paying cash at OPEN HOUSE
* Assist new and returning members with online enrolment
* As a Board member, provide information about the club, its fees, the race team etc.
* During paddling season:
* Deposit membership fees and any other income received in cheque and cash
* Monitor PAYPAL account and transfer money from PAY PAL to CIBC account periodically
  + Inform Board of membership fees received in cash and cheque, so that the website is updated with the payment. PayPal payments are recorded automatically.
* July 12t :
* Verify that the website shows reduced membership fees.
* August 12-t •
* Verify that the website shows reduced membership fees.
* September:
* Prepare and present year-end financial results to membership at the AGM
* October:
* Provide final year-end results and coordinate preparation of BDBC's tax return with CRA