

# *Nobleton & King City* GARDEN CLUB

## TREASURER

- The Treasurer shall have good knowledge and experience of financial matters.
- Attend Board meetings and Annual General meeting and present Treasurer's Report, to include current bank balance, income and expenses vs budget, unusual spending or income activity.
- Provide petty cash and cheques for expenses for club meetings. Note, maximum petty cash reimbursement is \$25. There must be 2 signees on every cheque. Payee and signee cannot be same person.
- Prepare cheques for Speakers and Judges by referencing Program Coordinator's Speakers Information Chart.
- Maintain all expense and income records. Original receipts are requested at all times. If absolutely unavailable, handwritten, dated and signed notes are accepted. This is not preferred by our Auditors.
- Banking. Make or keep track of all bank transactions. Of note, we receive 5 free bank transactions per month included in \$1.95 service fee. If we maintain \$5,000+ balance, there is no monthly \$1.95 service fee. Recommended to make only 1 bank deposit per month.
- Reconcile bank account to income and expenses.
- Maintain XL spreadsheet that includes, budget, income, expenses, petty cash.
- Prepare proposed annual budget.

### Important dates

Date	Item
Jan 31	Prepare Treasurer's Report and proposed budget
April Board Meeting	Prepare Treasurer's Report
July Board Meeting	Prepare Treasurer's Report
September	Pay for Community Hall rental
October Board Meeting	Prepare Treasurer's Report
After October 31 year end	Complete Treasurer's Report and Audit
November AGM	Have Audited Report for AGM

