

## **TREASURER'S DUTIES**

1. Attend Executive, General and Annual General Meetings.
2. Prepare monthly financial statements for Executive Meetings and provide one copy for each executive member. Electronically send a copy to the Communications Coordinator to include on the club's website and provide an extra copy to post on the bulletin board at General Meetings.
3. Liaise with the bank. Arrange annual signing authorities with bank in August for incoming President , Program Coordinator and Treasurer.
4. Liaise with St. Mark's church to advise of new president/treasurer (as applicable) and arrange for signing of rental agreements in August.
5. Pay rent to church, due quarterly in arrears.
6. Prepare monthly cheques for set-up and take-down of hall.
7. Receive monies from various groups: membership, library, plant sale, programs etc.
8. Write cheques as required.
9. Deposit receipts in bank account
10. Receive and deposit membership dues. (Membership Secretary records and updates the members' records).
11. Maintain contact and pay scholarship to Kwantlen Polytechnic University annually.
12. Pay dues and insurance annually to B.C. Council of Garden Clubs when up for renewal. Obtain Certificate of Insurance from BCCGC in March and forward to St. Mark's Church Administration. Serve as the contact person for BCCGC.
13. For Plant Sale:
  - Arrange for cashiers and helpers with plant sale committee
  - Arrange for cash float, cash trays, adding machines, extension cords
  - Publish plant sale statement with statistics
  - Sort tags and calculate payments due to member sellers and issue
14. At April meeting request input from members on preparation of upcoming budget. Prepare proposed annual budget and present to executive at May meeting. Arrange for the draft budget to be sent to the membership with the AGM notice.
15. Present budget, approved by executive, to AGM for membership approval.
16. Have year-end records completed and ready for review no later than 30 September.
17. Assist the Logistics Coordinator in reviewing and updating the list of club assets annually.