



CHESTERMERE MINOR HOCKEY ASSOCIATION

SECTION 5.4

TREASURER

General Description:

The Treasurer is responsible for maintaining accurate financial records, preparing payment of invoices and other expenses accrued by CMHA, and providing financial advice and assistance in budget preparation to the Board of Directors.

Preferred Qualifications for Role:

Accounting Designation (CPA or equivalent)

Responsibilities:

Meetings	<ul style="list-style-type: none"> • Member of the senior executive for CMHA. • Attend regularly scheduled meetings. • Assist Board of Directors with the development of the annual budget. • Prepare any financial information that is required for AGM. • Assist with the Treasurer's meeting to inform team treasurers of their responsibilities for the year. • Support the decision-making process.
Banking	<ul style="list-style-type: none"> • Ensure banking documents are updated with CMHA's bank. • Deposit all registration and funding cheques.
Accounting	<ul style="list-style-type: none"> • Record all monthly transactions in accounting software. • Assist Treasurer Assistant to reconcile registration payments. • Work with elite/alternate programs to reconcile expenses and revenues for registration fees and conditioning/tryout fees. • Process Board Member expenses and request approval from Executive. Prepare payments as required. • Prepare monthly bank reconciliation for all bank accounts.
Financials	<ul style="list-style-type: none"> • Prepare financial statements for monthly board meetings (including year to date expenses compared to budget numbers). • Ensure audited financial statements are received from prior year and ensure they are posted on the CMHA website. • Prepare documentation and information requested by the auditor.
Refunds	<ul style="list-style-type: none"> • Provide refunds as applicable and in accordance with the Bylaws and Policies. • Reimburse coaches/managers/trainers for training/coaching programs as required.
Other	<ul style="list-style-type: none"> • Collaborate with Treasurers Assistant to prepare the 'Team Treasurers Responsibilities' document and post on website (at start of season). • Prepare and mail in Annual Return to Alberta Registries, as well as any Board of Director changes. • Assist Fundraising Director and Treasurers Assistant to prepare for year-end AGLC audits and requests.

Voting:

The Treasurer is a voting member of the Board.