



Treasurer Responsibilities

Ensure adherence to and implementation of financial Policies in the financial administration of the Association;

Evaluate, review and recommend financial policy to the board members;

Provide a proposed operating budget at the beginning of each financial year with input from board members;

At each board meeting, provide a written comparison of actual expenditure and actual revenue with a proposed operating budget;

Keep accurate records and accounts of BDRA receipts and reimbursements in proper books of account;

Develop procedures for the deposit of all monies in the name of and to the credit of BDRA in such Bank as may be designated by the board;

Be one of the signing Officers of the Association;

Inform the board members, at each meeting of the board, of any member who is not a member in good standing because of an outstanding financial debt to the Association;

Carry out duties assigned by the board members or the President.

Term is two years and voted on in odd numbered years

General Timelines

June-August
Reconcile early bird registration

August
Confirm ice costs and payment schedule with Ice Scheduler

September - October
Begin reconciling all other registration until registration is closed

October
Taxes must be submitted by October 30th or within 6 months of closing of prior season (April 30th)

April
Close fiscal year end financials
Present financials at Annual General Meeting