



Treasurer

treasurer@chathamringette.com

Overview:

The Treasurer would ideally have some background in accounting and be responsible for all monies paid to the Association and shall make all disbursements as authorized.

Role and Responsibilities:

- Responsible for opening and maintaining proper documentation of all bank accounts required by the CRA.
- Responsible for maintaining receipts and bank statements related to yearly transactions. This includes balancing of all deposits and disbursements made in those accounts.
- Tracking of transactions and financial information in the accounting software.
- Make bank deposits as sponsorship and fundraising funds are received.
- Account for all membership fees paid in each year
- Ensure all invoices that are paid on behalf of the CRA are paid in a timely manner, and in accordance with the CRA policy.
- Make payments for all tournament fees as directed by the coaches.
- Prepare financial reports for the monthly board meetings
- Ensure annual financial statements are prepared after year end, before the AGM
- Prepare a proposed operating budget incorporating expected revenues and expenses for each new season
- Provide monthly bingo report to the Municipality
- Check post office box regularly for association mail

CHATHAM RINGETTE ASSOCIATION



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