# Treasurer

## Overview:

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

## Role and Responsibilities:

### Registration

* Works with the Registrar to set up the payment structure for registration, included in this is the Volunteer Payment and the Raffle Payment.
* Works with the Registrar to ensure all payments made through the RAMP online system are accepted and accurate.
* Follow-up with the members on NSF payments or missed payments to ensure all registration is paid in full at the appropriate time.
* Ensure all money is collected at the proper time for the Raffle Payment and Volunteer payment, and ensure no payments are taken that shouldn’t be.
* Make recommendation at the cost of registration from year to year based on the current financial situation.
* Present to the Board of Directors at its regular meetings or whenever an account of all transactions as Treasurer and of the financial position of the Association is required.

### Accounts Payable

* Ensure all invoices that are paid on behalf of the FRA are paid on time, and in accordance with the FRA policy.
* Ensure all invoices are correct and accurate prior to payment.
* Ensure all payments are made in a timely manner to ensure FRA remains in good standing with its suppliers.
* Ensure appropriate signatures and approvals are on all payments made.

### Tournaments

* Pay for all tournament fees as directed by the coaches.
* Work with each team, through the coach or manager, and set up payments for all tournaments - through the RAMP online system.
* Follow-up with coaches/managers and ensure all payments are made prior to the tournament – this involves a lot of manual checking on the RAMP website and coordination with the teams.
* In the past we have added a 3% fee to the teams to pay and collect the money on their behalf, this helps recoup the costs to the FRA for the online payments.

### XERO- Accounting System

* Works with the Xero Accounting System and MPW Accounting Firm to input the financial information and keep the transactions up to date.
* Work with MPW to make sure that the financial statements are completed after our year end, April 30th and that the Financial Statement is prepared for the Annual Meeting.
* Present the Financial Statement at the Annual Meeting.

Additional Duties

* Work with the Fundraising and Sponsorship Coordinator to help collect money for all fundraising events and sponsorship support cheques.
* Pay referees on a monthly basis as per the report form the Officials Director.
* Make recommendations to the board of directors for all spending requests based on current financial situation and not on personal opinion.