



FORT SASKATCHEWAN RINGETTE ASSOCIATION

TITLE: TREASURER FUNCTIONS

POLICY #: 1605

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| Created: May 24, 2018 | Last updated: January 22, 2019 | Approved: January 22, 2019 |
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| Ver no. | Effective Date | Significant Changes |
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1.0 Purpose

To outline the roles and responsibilities of the Treasurer of the Fort Saskatchewan Ringette Association's (FSRA) Executive Board.

2.0 Scope

This policy only applies to the FSRA's Treasurer.

3.0 Terms

Treasurer – An elected member of the FSRA Executive Board who may serve for a minimum of a two-year term. They are responsible for monitoring financial statements and records in collaboration with the FSMSA.

4.0 Policy

- 4.1 The Treasurer must assist FSMSA to maintain an up-to-date record of the FSRA's bank account. This includes preparing and providing copies of income and disbursement reports.
- 4.2 The Treasurer must maintain an accurate record of funds/expenses submitted to the FSMSA Office Manager.
- 4.3 The Treasurer will establish an annual operating budget overseen by the FSRA President by supplying the Executive Board with the projected income and expenses for the next fiscal year. This budget will be presented to the FSRA executive board for approval. This budget also is presented to the FSMSA board for approval.
- 4.4 The Treasurer shall present an annual up-to-date financial statement of the affairs of the FSRA at the Annual General Meeting.