



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: TREASURER RESPONSIBILITIES

POLICY #: 4145

Created: August 23, 2017	Last updated: May 29, 2018	Approved: XXXX
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Ver no.	Effective Date	Significant Changes

1.0 Purpose

To outline the roles and responsibilities of the Treasurer of the Fort Saskatchewan Minor Sports Association's (FSMSA) Board of Directors.

2.0 Scope

This policy only applies to the FSMSA's Treasurer.

3.0 Terms

Treasurer – An elected member of the FSMSA Board of Directors who may serve for a maximum of two terms of two years and who is responsible for monitoring financial statements and records.

4.0 Policy

- 4.1 The Treasurer shall be responsible for the maintenance of the FSMSA's Financial Policies.
- 4.2 The Treasurer shall prepare, or cause to be prepared, the annual budget for the FSMSA.
- 4.3 The Treasurer shall cause to be prepared and monitor the budgets of the Minor Sport programs, and work with these programs to ensure they stay within their budgets as per the Budget Policy (#2080). The Treasurer is also responsible for providing guidance to any Minor Sport program having budget or financial problems.
- 4.4 The Treasurer shall cause to be prepared monthly statements of revenues and expenses and present them to each of the Minor Sport Programs.
- 4.5 The Treasurer shall cause an audit of the books and records of the FSMSA to be prepared and filed annually as per the requirement of the Business Corporations Act.
- 4.6 The Treasurer shall present an annual Audited Financial Statement of the affairs of the FSMSA at the Annual General Meeting.
- 4.7 The Treasurer shall cause to be filed and monitor all grant applications of the FSMSA and all Minor Sport programs under the FSMSA umbrella.