

## **Kitchener Ringette Association Treasurer**

### **Overview:**

The Treasurer would ideally hold an accounting designation and be responsible for all monies paid to the Association and shall make all disbursements as authorized.

### **Role and Responsibilities:**

- Keep or cause to be kept an accurate account of all receipts and disbursements of the Association in proper books of account.
- Deposit or cause to be deposited all monies in the name and to the credit of the Association in such bank or banks as may be designated from time to time by the Board of Directors.
- Disburse or cause to be disbursed the funds of the Association under the direction of the Board of Directors, receiving proper vouchers thereof (all such disbursements shall be by cheque signed by Officers appointed by the Board for that purpose).
- Maintaining separate bank accounts for various programs of the Association, i.e. bingo, raffle etc.
- Present to the Board of Directors at its regular meetings or whenever required an account of all his transactions as Treasurer and of the financial position of the Association.
- Be responsible for preparing a draft annual budget for the Association for approval by the Board of Directors.
- Be responsible for preparing a tournament budget for the Association.
- Immediately advise the Board of Directors of any financial discrepancies.
- Prepare a Notice to Reader for the annual financial statements.
- Present appropriate financial information to the members at each annual general meeting.
- Prepare monthly bingo reports for the City.
- Prepare quarterly bingo applications for the City in order to maintain bingo license.
- Apply for or assist in applying for funding grants (Municipal Grants, etc).

No Director, Officer or committee member of the Corporation is to be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune, whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. Complied with the Corporation's articles and By-laws; and
2. Exercised their powers and discharged their duties in accordance with the Act.