



## Treasurer

### Position Responsibilities

- Reports directly to the President of Bowls BC
- Receives all monies payable to Bowls BC and deposits same in the name of the association in a Chartered Bank or Trust Company duly authorized by the BOM
- Pay all accounts and bills of Bowls BC by cheque signed by two (2), President, Vice President, Secretary, Treasurer or named designate
- Maintains financial records, including books of accounts, as required to comply with Society Act and funders
- Prepares the budget for approval by the BOM from budget requests submitted by the Directors
- Works with the yearend Accountant to complete the annual review engagement
- Reports to the BOM monthly with year-to- date financials including a budget to actual income statement complete for all departments and programs
- Ensures all payments are approved by Directors
- Chairs fund-raising and finance committee and will appoint members as required
- Manages and supervises contract bookkeeper
- Provide all Bowls BC electronic documents to any of the BOM requesting it, or upload Bowls BC documents to Google Drive for BOM to access
- All budgets and budget requests due to the Treasurer by November 30 of each year
- Is a signing officer for Bowls BC

