

Exceleration Multisport & Triathlon Society

Club Treasurer Volunteer Role Description

Term: 2 years, with new Treasurer voted in at Nov AGM, and oriented shortly after
Estimated Time: 6-9 hrs/mth (excluding board mtg attendance)

Twice Monthly

- Receive cheque requests and invoices by email
- Get approvals for payments to junior coaches from appropriate head coach; head coaches check hours, but ensure the math is correct
- Prepare cheques, arrange to have them co-signed, and distribute through mail or Templeton cashiers; notify recipients

Monthly

- Accounts Receivable
 - o Collect cheques and cash (ex. from Kris, from Templeton front desk, Hastings CC) and deposit at RBC
- Attend Board Meetings (through school year, as called by chair) and give financial report; upload pertinent financial statements to Sync and distribute to board members as needed, in advance of board meetings

Monthly or Quarterly

- Accounting
 - o Transfer data from Paypal to QB, whether manually (current practice) or with appropriate interface; Current practice is to categorize income for any quarterly report and enter in QB as a lump sum, rather than a separate entry for every payment
 - o Enter the deposit and invoice/bill/payment information in online QB, and make journal entries as necessary
 - o Download bank statements and Reconcile each month when complete; do this for both the regular account and the gaming account

Seasonally

- Dec, Mar, June, Aug: Be in touch with Austin at Hastings CC to get Templeton Community Center fee info to be able to invoice Hastings CC for fees collected for the club; collect cheques and deposit; represent 20% admin fee in QB as a journal entry; if cash flow is a concern, arrange to bill HCC for approx. 50% of anticipated net profits half way through the season – keep a watch on the bank balance!

-submitted by Tim Klauke, Treasurer Fall, 2016 – Fall, 2018

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- Mar-May: Assist Gaming Application Board Member(s) to get appropriate financial documents collected for the gaming application submission in May; this will involve a working budget specific to the Gaming application
- May: North Shore Tri fundraiser: obtain a float of small change for the concession fundraiser for the Tri Club
- Jun: Anticipate heavier volume of accounts payable, especially through paypal, for the tri-it-tri event in June; obtain a float of small change for the concession fundraiser
- Jul-Aug: Prepare (close to) year-end p&l and balance sheet; call a budget committee meeting involving lead coach and chair of board, to prepare budget figures for 1st meeting in Sept;
- Aug: Alert club-wide that final invoices/cheque requests should be submitted to reflect expenses by year end on Aug 31; defer bulk of Gaming Funds, if received, on the balance sheet
- Sept: present budget, make necessary amendments, upload approved budget to Sync;
- Fall: Submit Gaming Report if previous year's Gaming Application was successful

As Needed

- add/remove co-signers at the bank, as board members come and go
- procure supplies as needed (QB subscription online, envelopes, stamps, new cheques, etc)
- if possible, cover board meeting food costs, and get reimbursed subsequently
- put stop-payments on payments not received or lost, and re-issue
- Issue invoices from other users (ex. adult swim coaching) and attend to collections
- Introduce and reinforce to junior coaches what is appropriate for invoice submission; the club has no hired staff; all coaches are independent contractors, and the teens need to understand what this implies when they write their invoices with hours reported
- Sign pool-use agreement forms with Parks Board at Templeton Pool

Guidelines

- For budgeting: be conservative with what the Club will take in, but liberal with what things are going to cost; aim to have not too much (ie. presenting a negative budget is a regular practice) so the Club is not overlooked by Gaming grant, but have enough that if the Gaming grant is not awarded, there is enough to carry through the year (\$30,000 in reserves)
- Participants and Board are covered by insurance through TriBC
- Communicate as appropriate with board, coaches and stakeholders, primarily through triclubtreasurer@gmail.com, and retain paper/digital trail of communications; endeavor to respond in a timely fashion