

**TREASURER POSITION DESCRIPTION**

With Local Arrangements Coordinator, negotiate contract with Jasper Park Lodge. Sign contract. (April)

Open bank account. Order cheques. (June)

Transfer operating grant from previous year's account to current account. (June)

Draft budget for upcoming conference based on previous year's figures and expected changes. (June)

Set up operating financial accounts for current year. (June)

Prepare financial statements for all Conference Committee meetings. (ongoing)

Distribute expense claim forms and log sheets at first meeting. (June)

Prepare bank reconciliation statements monthly. (ongoing)

Process expense claims and invoices. Deposit cheques. (ongoing)

Provide ongoing financial advice to Committee. (ongoing)

Prepare cheques for speakers and authors prior to the Conference (from agreement forms). (April)

File GST reports. (4 X year)

At the Conference:

- ~~///~~arrange for speaker's cheques to be distributed with nametags
- ~~///~~arrange for safety deposit box and take money from registration desk to box each day
- ~~///~~provide receipts and instructions for registration desk
- ~~///~~sole signing authority on master account
- ~~///~~meet with accounts manager daily to go over current billing
- ~~///~~track accounts receivable for ALTA & LAA
- ~~///~~arrange for rooms that are posted to the master account (Committee, some speakers)
- ~~///~~pay final bill after Conference

After all cheques have cleared the bank, move seed money for next year's conference into new account and prepare financial statement for the sponsoring organizations. Have books audited by someone in the accounting business who doesn't charge for the service\*. Prepare and send profit cheques, if applicable.

Close accounts after profit cheques have cleared.

\*Audit procedure: the auditor is an accountant who does not charge for services. The auditor is given the general ledger, bank statements, invoices, cheque book and deposit book. The auditor ensures that transactions match invoices, that deposits and cheques are recorded appropriately, and that the final financial statement accurately reflects the finances of the ALC. The LAA auditor, as part of the LAA audit, checks the ALC financial statements, balance sheets and final bank statement to verify LAA's portion of the profit.