

## TREASURER'S DUTIES & RESPONSIBILITIES

1. Keep all Bank Statements and check for accuracy.
2. Prepare financial statements for monthly board meetings.
3. Keep record of all financial transactions undertaken by the Society.
4. Issue payment for all invoices related to the day to day activities of the St. Andrews St. Clements Agricultural Society.
5. Prepare and issue billings for all sponsorship packages to respective sponsors.
6. Arrange floats as required for the annual fair and rodeo
7. Issue deposits for various contracts for the fair and rodeo as approved by the Board.
8. Arrange payouts and prize money payouts as required during the fair and rodeo.
9. Collect, balance and deposit money as required during the fair and rodeo
10. Issue cheques to various contracts as previously arranged during the fair and rodeo
11. Advise and recommend to Executive Board should monies within the accounts need to be transferred for long term investments.
12. Prepare and submit requests for financial grants as they become available on behalf of the Agricultural Society.
13. Deposit cash and cheques to appropriate financial accounts.
14. Submit to Government of Canada GST remittance refund requests quarterly as required by the Government of Canada.
15. Ensure books are closed every year on October 31<sup>st</sup>; submit books for audit to individual not associated with the Agricultural Society.
16. At Annual General Meeting prepare and submit financial statement.