



ATHLETIC
THERAPISTS
ASSOCIATION
OF BC

Treasurer Roles and Responsibilities

1. Accounting

- a. Maintain all accounting records; record all expenses and income in Quickbooks;
- b. Review and verify expense claims;
- c. Write all cheques for reimbursement or expenses;
- d. Manage all bank accounts;
 - i. Keep the Board up to date on all accounts;
 - ii. Manage investment accounts;
 - iii. Manage signing authority on the banking accounts;
 - iv. Make all deposits;
 - v. Sign all association cheques.

2. Budget

- a. Prepare an annual budget and get approved by the Board;
- b. Provide the proposed budget for the upcoming financial year prior to the AMM;
- c. Ensure BOD is working within their budget year-round.

3. Membership drive

- a. Invoice all members for their membership dues by November 1st
 - i. General invoices; Certified invoice and Candidate invoice
 - ii. All invoices to include GST
- b. Collect all membership dues
 - i. Via PayPal or Cheque
- c. PayPal
 - i. Keep track of all transactions
 - ii. Reimburse members for any overpayments via PayPal
- d. Send out personal receipts to all members via email
 - i. All receipts to be in PDF format
- e. Re-invoice members that have outstanding invoices on February 1 with admin fee
 - i. All members delinquent after March 1 to follow re-instatement process
- f. Send new members invoice for "New Member" fee of \$20 +GST

- i. Paid via email on PayPal

4. Audit and CRA

- a. Work with Auditor to review all financials
 - i. Provide audited financials to membership at AMM
- b. Send Annual Report to CRA following the AMM
- c. Submit GST annually (prepared by Auditor)
- d. Submit tax information (prepared by Auditor)

5. Registry

- a. Maintain up-to-date membership list in accordance with the CATA membership list.
- b. Ensure insurance companies are informed of members in good standing.
- a. Ensure affiliated associations have members that are maintained status.

6. Admin

- a. Respond to inquiries by phone message related to Treasurer or Registry position
- b. Pick up Mail from virtual office (Lower Mainland Treasurer)
- c. Maintain Board Insurance in January
- d. Provide an annual report to the membership.