



Treasurer

- Maintain a chequing account with a financial institution. Said account must have a minimum of 3 signing officers of which any two can sign.
- Maintain a cash book (ledger). Such ledger shall be made available for viewing to any member in good standing upon written request to the Executive.
- Correspond with the Membership director regarding deposits made for annual memberships, donations, etc. to maintain proper ledger records.
- Receive and deposit monies from sale of SLCA merchandise
- Upon receiving proper expense receipts or bills or approved requests, write cheques or arrange e-transfers against these obligations and record. Maintain all receipts.
- Prepare interim financial statement for the annual general meeting and official year-end financial statement as of the end of August.
- Account for special funds set up for specific purposes.
- Prepare budget for upcoming year.
- Attend Executive and annual general meetings.
- Be responsible for renewing the association's insurance protection on an annual basis.
- Maintain and account for SLCA investments, taking into account the association needs and requirements (such as liquidity) while preserving the safety of the principal invested.
- Act as liaison with the financial institution point of contact for any matters affecting the association (e.g. account changes, arranging signing authority for new officers, etc.).
- Update corporate registration in Toronto each time there is a change in officers.
- Provide an overview financial report for the Spring and Fall newsletters.
- In conjunction with other executive members, keep informed of possible changes to government requirements (e.g. Ontario non-profit Corporations act).