

# Norwood Community Centre

87 Walmer Street | Winnipeg, Manitoba, R2H 3H4

204-986-7056

[www.norwoodcc.ca](http://www.norwoodcc.ca)



## Treasurer

<b>Convener Title:</b>	Treasurer	<b>Term of office:</b>	Annual
<b>Location:</b>	Norwood Community Centre	<b>Voting member:</b>	Yes
<b>Level/Salary Range:</b>	Volunteer Position	<b>Position Type:</b>	Volunteer Position
<b>Position Description:</b>			
<p><b>Overview</b></p> <p>The purpose of the Norwood Community Centre is to provide a broad range of recreational, social and leisure activities for persons of all ages residing within the designated areas through the management and operation of the facilities and grounds.</p> <p>Any resident of the area may be nominated to hold the office of Treasurer.</p>			
<p><b>Qualifications</b></p> <p>Must be a member of our community and living within our district.</p>			
<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Abide by the constitution and by-laws (attached)</li> <li>• Chair the Finance committee (if applicable)</li> <li>• Review financial records of the centre on a monthly basis</li> <li>• Facilitate supporting documentation be kept on file – receipts, bank statements, cancelled cheques, invoices and deposit slips</li> <li>• On a timely basis, deposit all monies, cheques in the name of the organization in the financial institution designated by the Board, making proper deposit records</li> <li>• All transactions involving receipt of monies must be recorded in a duplicate receipt book (one copy for the person handing over the money, one copy retained in the receipt book for annual audit)</li> <li>• On a timely basis, work with the bookkeeper to pay all invoices, keeping all copies of the invoices in chronological order by cheque number</li> <li>• Present monthly reports to the Board at the monthly board meeting for their approval</li> <li>• Ensure a signed monthly financial report is submitted to the City of Winnipeg along with the monthly meeting minutes</li> <li>• At year end, facilitate with the bookkeeper a preparation of all accounts to be presented by the auditor for the yearly review</li> <li>• Present the annual reviewed report at the Annual General Meeting</li> <li>• Prepares and monitors the overall budget with the Board</li> </ul>			
<b>Standard Forms</b>			
Constitution and by-laws			
Reviewed By:	Norwood Community Centre Board	Date:	January 18, 2018
Approved By:	Norwood Community Centre Board	Date:	January 18, 2018
Last Updated By:	Jill Sutherland	Date:	January 18, 2018