



## **GIRL GUIDES OF CANADA BC COUNCIL DISTRICT TREASURER JOB DESCRIPTION**

### **PURPOSE**

To manage District Council finances effectively and efficiently.

### **TERM OF OFFICE**

Elected annually at a District Council meeting. In no event shall a Treasurer hold office for more than five consecutive years.

### **DUTIES**

- Deposit all cheques and cash received in full and as soon as possible after receipt. Be prepared to issue receipts, especially for cash received, as they are recommended in order to help account for your deposits.
- Write cheques and pay bills for the district, making sure that all expenditures are supported by complete and detailed documents or receipts. There should never be any cash transactions.
- Ensure that all cheque signers review the supporting documentation before signing a cheque.
- Ensure that at least two adult volunteers sign all cheques. Only those individuals who have previously been approved by a motion of District Council may sign cheques. Guiders cannot sign their own cheques, so there should be four signatories on the account, including the Commissioner from the next level up.
- Maintain accurate and reliable financial information on a timely basis, preferably using an electronic spreadsheet or an accounting program such as Sage.
- Prepare a bank reconciliation on a monthly basis.
- Complete GST on event forms for any overnight District events and claim back 50% of GST paid on non-overnight events for both the District and Units.
- Report regularly to the District Council so that they are aware of how the district funds are being used.
- Invoice units for cookies and membership fees, keeping track of all accounts receivable. Reconcile cookie and membership numbers to the amounts billed by Area.
- Assist the Unit Guiders and the District Council to prepare the annual budget for Unit or District using the fiscal year (January – December). Check that the District expenditures are in line with budget amounts. Assist in the preparation of District Financial Procedures.
- Help the Unit Guiders and District Council check that their budgets are still consistent with the goals for the upcoming season.
- Train, or arrange a training, for the Unit Treasurers so that they understand how to keep their unit financial records according to Guiding guidelines.
- At the end of the fiscal year, prepare the Annual Financial Report and make sure it is forwarded to the reviewer appointed by the parent council by the specified date.
- Review all Unit books, or arrange for a qualified person to review them, promptly after the end of each fiscal year.