

GOLDEN & DISTRICT COMMUNITY FOUNDATION

Treasurer Job Description

Accountability

The Treasurer is accountable to the Board of Directors (the Board) for all financial matters related to the operations of the Golden and District Community Foundation (GDCF). The Treasurer reviews the finances of GDCF and provides financial advice to the Board and the Administrator.

Responsibilities

It is the responsibility of the Treasurer to:

- Maintain and update financial records and files on a monthly basis.
- Provide regular monthly (verbal) and quarterly (written) financial reports (balance sheet/operating summary) to the Board.
- Liaise with bookkeeper for basic financial records maintained on Simply Accounting, i.e. general ledger data.
- Provide data to support the GDCF's accountant annual activities such as tax filings and annual financial reports.
- Calculate, with the bookkeeper, the accrued interest for each endowment for granting purposes.
- Provide accrued interest data for granting purposes to Grant Advisory Committee in September.
- Provide Columbia Basin Trust Community Initiative grant financial data to Grants Advisory Committee in April/May.
- Provide grant cheques with written approval/authorisation of GDCF Administrator and maintain records of final reports and receipts.
- Liaise with Administrator to provide financial data to requesting external organisations, e.g.; CBT Community Initiative Grants.
- Approve and pay invoices for administrative expenses and maintain record of receipts.
- Obtain signatures (two required) for all cheque payments.
- Deposit funds to specific endowment GIC accounts.
- Provide tax receipts/endowment approval slips to donors.
- Develop written annual desk procedures for all endowment fund accounts.
- Stay up to date with current financial trends.
- Stay up to date with CRA requirements for charitable organisations.
- Maintain GDCF accounts at Columbia Valley Credit Union and transfer funds as needed to maximise interest earned and to cover expected budgeted expenses. Sole signature approval by Treasurer.
- Negotiate rates with Columbia Valley Credit Union for short term GIC's. Sole signature approval by Treasurer.

- Prepare an annual operating budget in first quarter of each calendar year
- Calculate the allowable annual expense factor (0.5% of each endowment) and to transfer to chequing account as required.
- Transfer scholarship funds, on an annual basis, from the Durand, LaRue and GSS funds.
- Attend monthly GDCF Board meetings.
- Participate in ongoing communications with Fund Development Advisory Committee.
- Participate in strategic planning activities of the GDCF.
- Provide financial information to Community Foundation of Canada and the Vancouver Foundation as required.

Approved: April 12, 2006