

Valley Tennis Club

Treasurer's Responsibilities

1. Payment of vendors' invoices upon approval of executive/president
2. Payment to monitors, based on approved time sheets
3. Reimburse Executive Members for VTC expenditures **only** if an Invoice/Receipt is provided
4. Setting up petty cash for directors/captains for different functions
5. Deposit membership fees (cheques and cash)
6. Monitor the bank accounts on a monthly basis
7. Ensure bank accounts are in the correct plan
8. Re-invest the GIC's as required
 - a. Funds to invest should be in a 100% secure investment
9. Preparation of annual budget
10. Recording financial transactions and preparation of financial statements
11. Providing the President with a summary of Income and Expenses on a monthly basis.
12. Categorize all expenses as per Expenses breakdown finalized with the President.
13. Supply information to independent accountant, for preparation of "Notice to Reader"
14. Attending executive meetings
15. Presentation of financial statements to the members at the annual general meeting