



INDUS MINOR HOCKEY ASSOCIATION

www.indusminorhockey.ca

Treasurer

The Treasurer is responsible for maintaining accurate financial records, preparing payment of invoices and other expenses accrued by the IMHA, and providing financial advice and assistance in budget preparation to the Board. The Treasurer is a voting member of the Board and is required to attend regularly scheduled meetings.

The Treasurer shall receive all monies paid to the IMHA and shall be responsible for the deposit of it in whatever financial institute the Board may order. The Treasurer shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the AGM a statement duly audited as hereinafter set forth for the financial position of the IMHA and submit a copy of same to the secretary for the records of the association.

Start of Season Responsibilities:

- Receive material from outgoing treasurer and ensure filing system is in place for bank statements, expenses, deposits, accounts receivables, accounts payables and any term deposits
- Ensure banking forms and signature cards are updated with the financial institution

During Season Responsibilities:

- Receive authorized invoices for payment from Board members
- Prepare cheques for payment, mail and record transactions
- Collect revenue from registration, fundraising and other events ensuring deposit in financial institute
- Prepare statements for monthly meetings
- Prepare financial statements for the AGM
- File all appropriate documents with Corporate Registries annually
- Assist the Board with development of the annual budget
- Keep records of each IMHA family accounts and tournament accounts

End of Season Responsibilities:

- Ensure tax forms are distributed to members.
- Collect any outstanding balances and report any uncollectible amounts to the registrar such that they can be added to a family's registration fee or families can be blocked from registering until the amounts are paid.

Term: 2 years – rotating on odd years