

<b>POLICY NUMBER:</b> 3.1	<b>DATE ADOPTED:</b> Draft Aug 15/23
<b>POLICY TYPE:</b> Finance	<b>DATE AMENDED:</b>
<b>POLICY TITLE:</b> Treasurer & Bookkeeper	

## Treasurer and Bookkeeper

In order to spread out the workload of maintaining accounts the duties are split between the Treasurer (who is a member of the Board) and the Bookkeeper (who is offered an honorarium. The responsibilities are split as follows, though minor adjustments may be made from time to time by mutual agreement between the Treasurer and the Bookkeeper.

### Treasurer Responsibilities

1. Administer Post Office box and locked Drop Box mail
  - Pick up mail from Post Office
  - Sort and distribute mail to the appropriate position/person's in-boxes
  - Deposit any cash/cheques received
2. Receive cash receipts & paperwork from Ticket Agent & Door
  - Pick up cash/cheques & Ticket sales envelopes during production runs
  - Deposit cash/cheques received
3. Prepare and deposit cash receipts
  - Maintain deposit book entries for accuracy & descriptions of cash/cheques received
  - Forward all deposit documentation to bookkeeper
4. Sign and mail/distribute cheques which have been prepared by the Bookkeeper based upon bills and vouchers received.
5. Write emergency cheques for Cheque Requisitions as required.
6. Maintain the cash floats for FOH, Box Office, Ticket Agent as well as any other floats as needed.
  - Ensure correct Float amounts are stored in safe
7. Sign Charitable Donation Receipts as prepared by the Bookkeeper.
  - Ensure receipts are sequentially pre-numbered
  - Pass receipts to Secretary to write and send with thank you notes.
8. Purchase Stamps for cheque mailing & donation receipts

- Purchase stamps as required
  - Renew Post Office box rental
  - renew annual box rental
9. Monitor and report bank balance to Board
- Monitor current bank balance for deposits made and cheques written
  - Monitor bank statements for agreement with General Ledger reports
10. Have custody of the Safe Deposit Box key and keep it in a safe place

## **Bookkeeper Responsibilities**

1. Maintain Fixed Asset ledger, transactions & records
  - Allocate additions to CRA asset classification codes
  - Maintain accuracy of capital additions/retires classifications
2. Maintain TixHub system accounting transactions & records
  - Receive ticket sales reports from Box Office Administrator and use them to code ticket revenue and expenses to the appropriate events.
3. Reconcile General Ledger Accounts
  - Prepare working papers for accounts
  - Prepare Journal Entries to adjust account balances & input to GL
4. Prepare preliminary budget and submit to Treasurer
  - Determine input criteria required for budget from departments
  - Prepare budget reference sheet for accounts
  - Submit preliminary budget to Board for changes/balancing & approval
  - Input balanced budget data into General Ledger
5. Prepare Quarterly Financial Reports and submit to Treasurer
  - Print/Prepare Balance Sheet, Income Statement & Budget Variance Report
  - Prepare Variance Analysis Report
  - Distribute reports to Board
6. Prepare Statistical Production & Event Reports and submit to Treasurer
  - Prepare Statistical Reports for Sales Revenue & Expenses
  - Distribute reports to Board
7. Prepare & distribute Quarterly Forecast Reports
  - Analyze actuals to remaining budget
  - Forecast remaining months for adjustments

- Distribute reports to Board
8. Prepare CRA Charity Tax Return
    - Prepare forms from fiscal year end financials reports
    - Forward to Treasurer to sign and submit.
  9. Prepare CRA GST Rebate Filing
    - Prepare forms from fiscal year end financials reports
    - Forward to Treasurer for signature and to file forms with CRA by deadline
  10. Prepare Work Safe Filing & Remittance if applicable
    - Prepare forms from Payroll reports
    - Forward to Treasurer to sign and file forms with BC Work Safe by deadline
  11. Administer Payroll and Source Deductions if applicable
    - Calculate payroll and source deductions for Employee/Employer
    - Input payroll details to General Ledger
    - Prepare cheque vouchers for Employees and CRA sources deduction
    - Balance, prepare and file T4's with CRA by deadline
    - Maintain Payroll records
  12. Maintain vendor invoice files
    - Maintain alpha files for original invoice coding and payments
  13. Maintain gov't, payroll & accounting files if applicable
    - Maintain subject files for calculations, forms, reconciliations, etc.
  14. Administer PayPal & Canada Helps Online Accounts
    - Maintain records for PayPal as any other bank account.
    - Import transaction history from PayPal
    - Prepare Journal Entries for transactions and fees
    - Input Journal Entries into General Ledger