

**Treasurer****Job Description**

As printed in the constitution and bylaws, the treasurer shall be responsible for the collection of all fees, shall pay all authorized bills, shall keep the accounts of The Society, and shall submit a financial statement at the annual meeting.

**Regular Duties**

- Collect and record all membership and other revenue received or due
- Pay and record all authorized bills and expenses as they come due, including recurring expenses such as Scott Manor House, NS Museum of Natural History, NSDCC, Guild memberships, etc.
- Maintain and reconcile all bank accounts and other financial records and accounts, including Paypal and investments
- Post all receipts and disbursements to their appropriate internal account records
- Number invoices with cheque number and file in order
- Establish a Petty Cash Fund to pay out small amounts; thus save on bank charges. Keep a receipted record of petty cash disbursed.
- Prepare an interim financial report to be presented orally at the December meeting
- Prepare any other requested financial reports and respond to budgetary questions
- Attend Executive meetings and Finance Committee meetings as they occur

**March**

1. Pay all outstanding bills and collect any outstanding monies due.
2. Research and prepare a draft budget for the upcoming fiscal year, to be discussed, amended and finally recommended by the Executive Committee.

**April**

1. Update and reconcile all financial records and prepare Year End Financial Reports and Statements. (Note: ASH fiscal year is April 1 to March 31 inclusive).
2. Prepare and submit all financial records for review by the Auditing Committee.
3. Prepare the Year End Financial Report and Budget for next year to be printed in the May issue of Loomsong. Include comparative figures.

**Annual General Meeting [May]**

1. Present the Financial Report and Budget at the May AGM for approval

**May and June**

1. Change signing authorization with bank when there is any change in signing officers
2. Renew File Registration (# 3008205) with Registry of Joint Stock Companies - include Annual Statement with List of Directors and Financial Statement

**August/September:**

Send out reminder letter and invoice to existing advertisers for the next Loomsong year (September to June)

**Treasurer - cont'd****Job Description****Mary E. Black Bursary Fund:**

Receive applications for the Mary E. Black Bursary and call together, as necessary, a Committee of the Executive to recommend disbursement of funds.

**Files to be maintained:**

1. Invoices and receipts for all expenses incurred and paid, records of bank debits and credits for account #0363-7770381, and cheque stubs or duplicates
2. Ledger/spread sheet for general account and petty cash
3. Receipt book for cash taken in and given out of petty cash
4. Financial Reports
5. List of membership payments received

See Addendum Four for account information

**Payment Schedule:** (Based on the 2009/10 fiscal year)Monthly or Bi-monthly:

Program: \$50 if provided by a non-member of ASH; \$10 when a non-member presents part of a program  
 Loomsong: Mail-out - Canada Post Corporation  
 Printer – etc. Press

Other Expenses:

May: Registry of Joint Stocks  
 June: Loomsong Samples @ \$15 woven, \$12 hand spun, as required in June issue  
 September: Museum of Natural History (room rental for monthly meetings)  
 October: Guild of Canadian Weavers membership  
 Fort Sackville Foundation (rental of Scott Manor House)

Note: The expense of \$200 for the rental of Scott Manor House should be covered by the fees charged to those attending both Hands On Days at \$5 and Fibre Days at \$2. Other expenses from either of these events should be covered by these funds or an additional charge to those who participate.

January: Fort Sackville Foundation membership;  
 Loomsong samples @ \$15 woven, \$12 hand spun, as required in January issue  
 March: Nova Scotia Designer Crafts Council (April 1 to March 31)

**Bank Accounts with Royal Bank of Canada:**

Chequing account # 0363-7770381  
 Investment account # 00740008725