

PPC TREASURER

JOB DESCRIPTION

Must have a solid working knowledge of bookkeeping and computer skills.

1. Keep financial records.
 - a. maintain club bank account and act as a signing authority.
 - b. deposit funds as they become available.
 - c. write cheques as expenses become available.
 - d. record and report all deposits and expenses
 - e. transfer funds when approved and maintain detailed records of all contingency funds
 - f. balance bank statements
2. Render financial statements to the Directors and members; and others when required.
 - a. report with printed backup at all meetings as required, club's up-to-date financial position.
 - b. prepare year end financial statements for presentation at AGM
 - c. present recommendations to the Board for a transfer of profits to the Contingency Fund for future courts.
 - d. decipher profit/loss margins and make recommendations to avoid unforeseen losses.
3. Receive e-mail notifications when financial transactions have taken place on the PPC website via PayPal, other electronic fund transfer, or intention to pay by cheque.
4. Maintain the PPC PayPal account and any other electronic fund transfer methods PPC might choose to utilize.
5. Prepare, with input from the Board, a yearly budget to be presented to members at the Annual General Meeting for their approval or amendment.
6. Keep the PPC keys and combinations for all locks.
7. Collect and deposit drop-in fees from cash box in bin.