



**Treasurer**

Purpose:	To transact and record financial operations of the Camp and serve as Chair of Finance Committee
Qualification:	Member of an affiliated church
Term:	Two years, can succeed himself or herself only once
Authority:	Elected at the Annual Meeting
Accountability:	Delegates from the affiliated churches
Abilities:	Able to administer finances, organize, demonstrate faith and practice faithful giving

**Responsibilities:**

- a) Serve on the Board and as an Officer of the Board.
- b) Call and Chair all meetings of the Finance Committee.
- c) Deposit all monies received intact and in a timely manner.
- d) Pay bills and make disbursements in a timely manner.
- e) Keep an accurate record of all monies received and disbursed.
- f) Ensure pre-registrations and registrations are processed.
- g) Ensure all rental fees have been collected.
- h) Handle payroll, including preparing and issuing paycheques, remitting payroll deductions, having employees complete form TD1, preparing a *Record of Employment* for each employee at the end of the camp season, and issuing T4 slips and preparing T4 Summary return.
- i) Prepare the Camp's *Registered Charity Information Return* and *Goods and Services Tax Rebate* application, both annually.
- j) Issue receipts for camp registration fees at the end of the camp season, and official charity receipts for donations at the end of the year.
- k) Retain all financial documents, including cheque books, cash counts, receipt books, deposit books, bank statements, rental agreements, supplier invoices, payroll records, and charity returns.
- l) Give a financial report at each Board and business meeting.
- m) Submit financial books to the Auditing Committee yearly.
- n) Submit a written year-end financial statement to the boards of the affiliated churches.