

# Treasurer

## Millwoods Minor Football Association

### MISSION

TO PROVIDE THE  
BEST MINOR  
FOOTBALL  
PROGRAM IN  
EDMONTON AND  
IMPROVE THE  
QUALITY OF  
COMMUNITY AND  
SPORTING LIFE  
FOR ALL IT'S  
MEMBERS.

### Function

The Treasurer of the Millwoods Minor Football Association contributes to the overall success of the association by effectively managing all financial tasks for the association.

### Duties & Responsibilities

#### *Leadership*

- Attendance at monthly Board meetings.
- Serve a two year term at minimum.
- Ensure new signing authority is in place by the 2<sup>nd</sup> Board Meeting after new Directors are in place.

#### *Financial accounting and reporting*

- Develop and maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with generally accepted accounting principles (GAAP).
- Develop, implement, and ensure compliance with internal financial and accounting policies and procedures.
- Ensure that all statutory requirements of the organization are met including non-profit incorporation.
- Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary.
- Document and maintain complete and accurate supporting information for all financial transactions.
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Reconcile bank and investment accounts.
- Review monthly results and implement monthly variance reporting.
- Manage the cash flow and prepare cash flow forecasts in accordance with policy.
- Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
- Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.
- Prepare annual charitable return in a timely manner as appropriate.
- Assist the President with financial reporting as required at Board meetings and the Annual General Meeting.

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#### *Budget preparation*

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the President and/or Finance Committee.
- Assist Directors with the preparation of budgets for funding applications.
- Prepare upcoming budget for presentation at Annual General Meeting by February.

#### *Project management accounting*

- Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the President and/or Finance Committee.
- Maintain financial records for each project in a manner that facilitates management reports.
- Provide accurate and timely reporting on the financial activity of individual projects.