

RIVERS NORTH AREA

Unit Treasurers Job Description

Purpose:

To manage District finances efficiently and effectively

Duties:

- Maintain accurate and reliable financial information on a timely basis, preferably using an electronic spreadsheet or an accounting program such as Simply Accounting.
- Write cheques and pay bills for the unit, making sure that all expenditures are supported by complete and detailed documents or receipts. There should never be any cash transactions.
- Deposit all cheques and cash received in full and as soon as possible after receipt. Be prepared to issue receipts, especially for cash received, as they are recommended in order to help account for your deposits. The cookie spreadsheet is a good tracking tool for cash received from cookies.
- Ensure that at least two adult volunteers sign all cheques. Only those individuals who have previously been approved by a motion of District Council may sign cheques. Guiders cannot sign their own cheques, so there should be four signatories on the account, including the Commissioner from the next level up.
- Report regularly to the District Council so that they are aware of how the unit funds are being used.
- Prepare a budget for the unit in September for the upcoming year.
- Prepare the financial statement for the unit in January & July and submit to the District Treasurer for review.
- Check and reconcile the bank statement on a monthly basis.
- With the leaders, keep track of who owes money and make sure that it is paid to the Unit.
- Complete GST on event forms for any overnight District events and claim back 50% of GST paid on non-overnight events for both the District and Units.
- At the end of the fiscal year, prepare the Annual Financial Report and make sure it is forwarded to the reviewer appointed by the parent council by the specified date.