

TERMS OF REFERENCE

TREASURER/FINANCE CHAIR

The Treasurer is responsible for keeping a true and accurate account of all money received and paid, as well as a record of all financial transactions. All funds must be deposited in the name of the branch, in a bank or other recognized financial institution designated by the branch. The branch books must be up-to-date and ready for review when required by the Executive, auditors or upon request by Command. Make sure all who handle cash, on behalf of the branch, are aware of the requirement to deposit all cash on a regular basis. If there is some valid reason for not making the bank deposit (small communities with no banking institutions) the cash must at least be kept in a locked safe. Over the years, many branches have lost cash due to break-ins, as a result of cash being left on the premises. Branches must have a firm policy on the requirement to deposit cash regularly. A solid cash control is to have the daily cash sheet tie into a daily deposit slip.

Qualities of a Treasurer or Finance Chairman

The ideal candidate is someone who possesses a sound working knowledge of Generally Accepted Accounting Principles (GAAP) and basic bookkeeping practices; someone who is also prepared to spend several terms in office to gain the required experience to complete the tasks properly and effectively. The candidate should also be knowledgeable or willing to learn about GST, PST (or the sales taxes of the day) gaming rules & regulations, lottery rules, liquor legislation and payroll requirements. The treasurer should also have some sound business experience.

The prime function is to ensure that no financial waste occurs in the day-to-day operation of the branch, and that property and assets are preserved for branch use, from one year to the next. They must also ensure that financial surpluses are available and sufficient to cover branch programs decided as being within the reasonable capacity of the branch to support. Finally, they must watch the expenditures of the various chairmen and warn them from time to time as to what extent their budgets are expended during their elected terms.

Duties of the Treasurer – Chairman of the Finance committee

The Treasurer's responsibilities include:

- Being accountable to the president and Executive for the proper management of all aspects of the branch finances, consistent with the policies and objectives set by the Executive and in accordance with the branch's bylaws. Most branch bylaws require a written monthly financial statement as well as the requirement for adoption of a yearly budget. The treasurer must ensure their bylaws are adhered to.
- Implementing proper controls to keep a true and accurate account of all money received and paid, as well as a record of all financial transactions.
- Completing and approving of the annual business plan and budget. Command has made available a guide for an annual business plan.
- Ensuring all funds are deposited in the name of the branch, in a banking institution designated by the branch. NOTE: Cash deposits are to be done regularly.
- Ensuring that the branch books are up-to-date and ready for review, when required.
- Building cash and investment reserves for long-term needs.

- Ensuring the annual Audited Financial Statements follow the Command pro-forma and are audited (externally or internally).
- Chairing the Finance Committee.
- Ensuring that ALL cheques issued have the required signatures of the 2 designated signatories.
- Presenting a written monthly financial statement at each Executive Meeting, and as often as directed by the General Meeting (See individual Branch Bylaws).
- Ensuring all applicable government forms are completed and remitted (i.e. Non-Profit Information Return T1044).
- Reviewing and preparing T4's and T4 Summaries where appropriate.
- Ensuring blank cheques are **NEVER** signed.
- Reviewing the monthly bank reconciliation and check that balances agree with the monthly operating statement.

Other Responsibilities

- Ensuring all disbursements are made by cheque, after a proper purchase order/cheque request has been filled out, except for minor disbursements from petty cash.
- Looking carefully at gross profit percentages for the licensed premises, break-open ticket sales and Keno every month; investigate any discrepancies from targets.
- Devising, implementing and enforcing proper systems of internal controls.
- Ensuring a separate accounting for all break-open transactions (See Licensed Premises section of this manual on "Break-open Ticket Sales" for further information.).
- Ensuring all inventories are reconciled monthly to recorded sales and gross profits. Identifying and promptly investigating all differences each month (plus or minus).
- Checking bar/licensed sales daily, looking for unusual fluctuations and investigating anomalies.
- Ensuring all bar stock receipts are properly received and that you received what you ordered (e.g. all cases and kegs are full.).
- Ensuring and strictly enforcing that all sales are rung up at the time of the sale.
- Ensuring and strictly enforcing that the cash register drawer is closed between sales.
- Monitoring all cash register tapes for an excessive number of "voided" sales.
- Ensuring the bartender floor sales are recorded on the cash register.
- Ensuring all spillage and normal bar losses are rung through cash register, recorded daily and signed off or confirmed by the secretary/manager/treasurer or bar manager. Raising a weekly or monthly journal voucher (crediting the inventory and debiting spillage account) to write the spillage off at cost price - not retail - and also accounting for the appropriate tax for that total amount.
- Ensuring all inventories are taken monthly and appropriate adjustments for inventory changes are made in the accounting records to ensure correct calculation of gross profits; ensuring that all purchases and sales made during the month are recorded in the correct accounting period.
- Ensuring the branch is covered for the correct and appropriate insurance levels. The correct insurance coverage is available through the BC/Yukon Command group commercial insurance program and branches are expected to participate.