

TREASURER:

The following is a list of responsibilities as per our bylaws. To gain a better understanding of the role, please scroll down to the section below.

- Shall be responsible for and report on the accounts of the PAC
- Shall be one (1) of the three (3) signing officers of the Board of Executive Officers as set in section VI herein.
- Shall prepare a financial report for posting on the PAC website
- Shall with the assistance of the Board of Executive Officers draft a budget and tentative plan of expenditures as set in Section VI herein.
- Shall ensure that another financial signing officer has access to the books in the event of his/ her absence.
- Shall submit an annual report to the PAC

The following is a list with examples of what the Treasurer does in their role:

Suggest and manage the budget in the form of an inherited spreadsheet. The treasurer typically rectifies the bank accounts with the spreadsheets once every couple of months

Initiate disbursements of either budget funds or reimbursements for things that people have purchased. We don't have a PAC credit card due to all accounts being two to sign, so we can't really pay directly for things unless they are invoiced.

Save and organize receipts for monies in and out. There are forms that save receipts for reimbursements:

- Pay hot lunch vendors

- Arrange to have cheques signed by one of the other signing authorities

- Make sure that the PAC adheres to budget policies and procedures as per the bylaws - two to sign etc, not changing budget with out votes.

- Apply for the gaming grant annually and as of this year, manage the BCeID account in order to apply for grant. Grant funds are typically \$20/student (based on previous school year count) and file the annual summary report. Application

will be done for the coming year and I can help with the summary report. Funds should be dispersed annually and not saved.

Manage the Gaming Funds in accordance with the Gaming Funds rules. This is really a job of compliance. The Gaming people are good at answering questions.

Manage extra financial accounts - Paypal, Return It, Square (sort of).