

Duties - Treasurer
CHCC Day Men's Curling
Tuesday, June 26, 2012

Collecting of "Social Fees" from the Day Men's curlers.

Pay bills pertaining to goods and services provided to the Day Men's curlers.

Maintain a spreadsheet of current members of the Day Men's curlers, in conjunction with the Membership Coordinator, indicating which members have paid their annual fee and showing which members are outstanding.

Maintain a spreadsheet of bank account activities showing all credits, debits and balances with a brief description of each entry. Print and save monthly bank statements of the bank account. Reconcile the spreadsheet with the bank statements each month. Circulate the "reconciled spreadsheet" to the executive prior to the Christmas lunch and annual general meeting each year and on an ad hoc basis when requested,

Present a summary of our financial standings at meetings and AGMs.