Comox Valley Horticultural Society
Position Description: Treasurer

The Treasurer is an Executive Member of the Board of Directors and has co-signing authority with 3 other executive positions – President, Vice-President, and Secretary. The Bookkeeper also has authority to approve banking activities.

The Treasurer:
- Works closely with the Bookkeeper, who enters all financial data on QuickBooks.
- Completes Bank Deposit forms for incoming e-transfers and cash deposits
- The record of e-transfers specific to membership are tallied weekly and submitted to the membership chairperson to confirm payment.
- Completes any outstanding Reimbursement forms for all expenses, based on submitted receipts or requests from the President (e.g. payment of guest speakers)
- All forms are submitted to the Bookkeeper throughout the month.
- The Treasurer is responsible for initiating payment on all Accounts Payable (either by e-transfer or cheque; 2 signatures required for all payments). Original cheque stubs are dropped off to the Bookkeeper along with any original invoices and receipts by the end of each month.
- Accesses the SQUARE account -- used to clarify transactions, as required.
- Monitors committee floats annually (currently 3 floats: membership, plant sales and opportunity table).
- Liaises with the Credit Union (CCCU) and monitors account balances including GIC's and CVHS credit card (credit card approved November 15, 2024).
- Presents monthly financial report to the Board. Financial reports for each month are provided by the Bookkeeper when the CCCU monthly statement is available (approximately the 10th of each month).
- Presents yearly financial report to the Membership at the October Annual General Meeting (AGM).
- Works with the President and Bookkeeper to prepare a draft budget for the upcoming year (the President begins budget preparation in August to ensure Board approval before Oct 1st).
- Proposed budget is presented to the membership at the AGM. The Treasurer and President respond to questions from the membership.