

SOCIETY OF SAINT VINCENT DE PAUL – TORONTO CENTRAL COUNCIL
Position Description: CONFERENCE TREASURER Page 1 OF 2

SPECIFIC DUTIES	TREASURER
1. Annual Report	<ul style="list-style-type: none"> • From the conference books, prepare, in the format set out annually by the TCC Director of Finance, the <ul style="list-style-type: none"> ◦ Annual Stmt. of Assets & Liabilities ◦ Annual Stmt. of Revenues & Disbursements • Ensure Annual Financial Statement is signed by two officers of the conference, copy is sent to the Particular Council by month end January. • From the conference books, prepare the Annual Information Return (CRA form T3010) as set out annually by CRA, ensure signed and sent to CRA within 6 months of the conference fiscal yearend.
2. Poor Box and Receipts	<ul style="list-style-type: none"> • Arrange for weekly collection of Poor Box donations after Mass, by Vincentians (preferred) or other designated collectors. • Arrange for the counting and recording of Poor Box donations. • Arrange for the timely deposit of donations to the conference bank account. • Ensure timely posting of collection amounts to the conference revenue ledger and donor record. • Ensure donors receive an income tax receipt for their donation(s) and a thank-you.
3. Record Keeping	<ul style="list-style-type: none"> • Keep account books up to date and Present a financial report at each meeting. • Retain invoices and receipts in the conference Supporting Records file. • Maintain other supporting records in compliance with CRA retention requirements, such as: <ul style="list-style-type: none"> ◦ Weekly collection envelopes ◦ Monthly Bank Statements ◦ Cheque register ◦ NIN assistance records, Income tax receipts and Minutes of meetings • Ensure revenue and disbursement bookkeeping entries comply with TCC and CRA chart of accounts. • Finalize the conference books, on a monthly basis and perform a bank reconciliation to ensure bookkeeping accuracy.
4. Payments	<ul style="list-style-type: none"> • Ensure invoices and/or statements are obtained before payments are made. (Payments to be made by cheque signed by 2 authorized persons). • Ensure all expenditures align with the conference's charitable objects on file with CRA. Works with the delegated Furniture and Voucher coordinator to ensure all expenditures are authorized, recorded and paid for in a timely manner. • Secure approval for conference expenditures at conference meeting. • Issue invoice payments in a timely fashion and update conference expense ledger.
5. Conference Meetings	<ul style="list-style-type: none"> • From the conference books, prepare a monthly Financial Statement for review and approval at each conference meeting and ensure that it is included in the conference minutes and reported to the Particular Council.

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SPECIFIC DUTIES	TREASURER
6. Confidentiality / Privacy	<ul style="list-style-type: none"> • Observe the utmost confidentiality and privacy of our neighbours' information and in the provision of material aid and any other kinds of help.
7. Budget	<ul style="list-style-type: none"> • Prepare the Annual Conference Budget and submits for Conference review. • Based on historical trends, forecast the magnitude of NIN assistance requests, and expected donation levels. • Develop plans to address shortfalls with special fundraising and / or requests to higher council. • Ensure timely identification of excess funds and approval for forwarding to higher council.
8. Financial Review	<ul style="list-style-type: none"> • Conduct a review of account books with conference officers at least once per year and submit report to members. • Ensure the conference books are provided to the officer conducting the annual audit, in a timely manner. • Arrange for periodic stewardship reports to pastor and parish.
9. Fund Raising/ Donations/Preparing Tax Receipts	<ul style="list-style-type: none"> • Ensure donors receive an income tax receipt with a thank-you. • Ensure all donations are a gift (without substantial benefit to the donor) • Ensure donor receipt format / content complies with CRA requirements. • Ensure replacement receipts are designated "Replacement Receipt."