



THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

TREASURER POSITION

UPON ENTERING INTO ROLE:

- Fill out paperwork to change signing authority with Vancity bank account
- If there is a new President, apply for a new credit card in new President's name, cancel old card, and update all accounts accordingly (check following sheet for account information)
- Update phone number, security questions, and account information as needed

GENERAL DUTIES:

- Attend board meetings (approximately monthly/every 6 weeks)
 - o Create Income Statement for each board meeting and AGM
- Regularly checking treasurer email and responding to correspondence
 - o **Be careful of scam emails! Always check sender email address.**
- Assisting at workshops
- Bring Square Reader to events for visa purchases as needed
- Data Entry

INCOME STATEMENTS (prepare for each board meeting)

- Ensure all bills are paid (including Visa)
- Export Vancity pdf of Account Activity since last statement
- Export Stripe Account Activity since last statement
- Add income and expenses to excel document
- Balance Income Statement
- Present Statement at Board Meeting

BOOKKEEPING

- Email Visa and Chequing Statements
- Stripe Payments and Stripe Accounts Balance Quarterly

ACCOUNTS:

- Checking accounts to ensure that automated payments are cleared each month and yearly (check payment schedule)
- Checking Visa at least twice a month and paying off Visa via VanCity Chequing
- Checking monthly bank statements (to ensure cheques cleared etc.)



THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

PAYMENTS: (as needed)

- Paying presenters and presenter expenses
- Manually paying invoices
- Sending e-transfers for reimbursement for committee expenses and workshop expenses
- Liaising with President, Admin, Corresponding Secretary, Education Committee, and Membership regarding payments I saw your name added
- Writing to members and following up on payments (Stripe, e-transfer, etc.)
- Send invoices via Stripe for Advertisements
- Monitoring Stripe Account- Regularly transferring income into VanCity Chequing

RECORD KEEPING:

- Create reports as requested by board such as income statements for workshops

Hardcopies:

- Mobile deposits (cheques)
- Physical cheques and deposit receipts (need to be printed)
- Cheques Written:
 - fill out BCPTA Cheques form and staple receipt onto form

Store copies on Flash Drive

- Vancity Visa Payment Receipts:
- Vancity Visa statement
- Vancity Chequing Statements
- E-transfer Receipts
- Debit Card Receipts
- Automated Payment Receipts (i.e. Storage unit)
- Misc. receipts and expenses