



# THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

## Treasurer Board Member

### **Upon Entering into Role:**

- Fill out paperwork to change signing authority with 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 member meetings which are in the evening and there are approximately 4-6 meetings from September – June
  - Create income statement for each board meeting and AGM
- Vote on any decisions that the board is required to vote on
- Regularly checking treasurer email and responding to correspondence
  - *Be careful of scam emails!*
- Data entry
- Create reports as requested by board such as income statements for workshops
- Ensuring confidentiality of all documents and passwords and performing regular backups of all documents

### **Income Statements (prepare for each board meeting):**

- Ensure all bills are paid (including credit card)
- Export bank pdf of account activity since last statement
- Export payment account activity since last statement
- Add income and expenses to excel document
- Balance income statement
- Present statement at board meeting

### **Bookkeeping:**

- Email credit card and bank chequing statements
- Payment account

### **Accounts:**

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

### **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
- Writing to members and following up on payments
- Monitoring payment account

### **Store 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:**

- Credit card payment receipts
- Credit card statement
- Bank chequing statements
- E-transfer receipts
- Debit card receipts
- Automated payment receipts (i.e. Storage unit)
- Misc. receipts and expenses

Time commitment: 4-8 hours per month plus meetings and your attendance at events would be appreciated (schedule permitting) in order to help out with some of the responsibilities of the day.