

## RASC PRINCE GEORGE CENTRE TREASURER DUTIES

- Make deposits and pay bills as required. Ensure that only original receipts are received and kept on file.
- Collect and deposit donation box, CD sales, Tour fees, and pop/chip money regularly. Leave a \$10 float in the donation box and a \$5 float in the pop/chips jar.
- Apply for the GST rebate.
- Maintain a ledger detailing all financial transactions. The current program is Sage Simply Accounting Pro 2011.
  
- Prepare a monthly financial summary – Income, Balance, Trial Balance.
- Email the financial summary in .pdf format to whoever is preparing the meeting agenda.
- Attend all business meetings and present the latest financial information.
- Prepare an Annual Summary and present at the AGM.
- File all financial statements with the meeting minutes in the filing cabinet.
  
- Access the RASC IMIS system monthly for current Centre financial information as follows -  
Website: [secure.rasc.ca](http://secure.rasc.ca)  
Login: this information is on file  
Password: this information is on file  
Admin/Reports/PG Centre Revenue
  
- Issue donation receipts for all donations and thank you letters for all corporate donations. Maintain a record of all donation receipts. Refer to PGAS/Goft Forms for the proper forms. Send a thank you to members making a donation when renewing.
  
- Prepare and submit an Annual Centre Report to RASC National no later than the end of January.** RASC National will provide the access to the form.
  
- Submit the Registered Charity Information Return to CRA no later than 6 months after the AGM.** CRA will mail the appropriate paperwork to the Centre address.
  
- Submit the Gaming Account Summary report no later than 3 months after the AGM.** Include the Gaming Account Ledger Report.
  
- Inform the executive of the Gaming Account balance. A balance of 7% of gaming funds can be carried over into the next fiscal year.

Not all members' computers can read Microsoft Office files. Convert your files to the .pdf format before emailing.