



**Treasurer Job Description**  
*(Member of the Executive)*  
May 2017

- Keep up-to-date accounts and records of all financial activity.
- Deposit/withdraw all money.
- Receive membership and other fees once collected.
- Receive ticket money for concerts and events once collected and from Front-of-the-House volunteers at events.
- Pay director, accompanists, soloists and guest musicians.
- Pay all choir expenses.
- Provide detailed year-to-date financial statements to the executive after each term.
- Provide a float of appropriate denominations to sales outlet(s).
- Collect funds from sales outlet(s) on a regular basis.
- Bring petty cash/float and cash box to each event as needed.
- Participate in making decisions about salaries, dues, rental fees, and other expenses.
- Provide and present a detailed year-end financial statement for presentation at the ACC Annual General Meeting.

**Note:** *Signing authority is held by 3 executive members. All cheques must be co-signed by at least 2 of the three signing officers.*

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