

Probus Ski Legends Executive Responsibilities

Treasurer

1. Prepares the annual budget for approval by the General Committee.
2. Presents a Treasurer's report at all General Committee meetings and the AGM.
3. Informs the bank of the newly elected officers and the change in those with signing authority.
4. Arranges for an annual review of the accounts by a member who is not on the Executive.
5. Maintains and reconciles bank account and signatures records.

Further Details:

- Manages the finances of the group.
- Creates Monthly Profit & Loss statements.
- Provides Monthly Profit/Loss Statements to the Executive & General Committee.
- Maintains accounts Payables.
- Provides cash as required for various functions, events/activities.
- Creates reports pertaining to the use of money (profit/loss of functions).
- Makes financial recommendations to the Executive.
- Works with the different committees to create budgets.
- Archives Monthly & Annual Financial Statements.

Rev. August 2025. C.M.