

Duties of the Treasurer

- Is responsible for maintaining a set of books for the Society in accordance with the bylaws of the Society.
- Handles the issuing of cheques approved by the Society and Council and the depositing of all funds to the bank accounts for the Society or Council.
- Provides written reports at every Society meeting as to the current standing of the gaming accounts.
- Maintains separate accounting for the general and gaming accounts.
- Provides the necessary documents for auditing purposes and to prepare yearly financial statements and income tax forms.
- Attends Council meetings and provides written reports as to the current standing of the general account.
- Is responsible for the remittance of all government forms.
- Provides information on the financial matters affecting the Society.
- Has been an active member of the Lakeland Ridge Parents Action Society for at least one year*.

*with the exception of the first year of organization