

'FEDERATION OF CANADIAN ARTISTS'

CENTRAL OKANAGAN CHAPTER - EXECUTIVE & BOARD OF DIRECTORS

1. OFFICIAL TITLE: TREASURER

A. OFFICIAL ROLE:

B. Voting Rights (circle one): Yes

Executive Committee Member

C. List of Your Official Duties & Day to Day Responsibilities

a. A list of tasks you are doing:

- 1) File annual report and change of directors on <https://www.bcregistry.ca/societies>
- 2) Reconcile each month's transactions and create a monthly Income & Expense report
- 3) Report at each meeting the incoming and outgoing money and bank balance
- 4) Annually renew insurance, website hosting, membership in Arts BC and business license
- 5) Picking up mail
- 6) Deposit cheques and cash
- 7) Write cheques and receive expense reports
- 8) Pay the following semi-annual invoices:
 - UPS Store for our mailbox
 - Sexsmith Storage for our unit
- 9) Pay for meeting space rental and meeting presenters; mail thank-you letters and cheques to Zoom presenters
- 10) Create Annual Budget (consult with executive) and budget for each show and event
- 11) Reconcile and create an Income & Expense statement for each show and event
- 12) Some fundraising involvement
- 13) Maintain cash box, petty cash record and reconcile at year-end
- 14) Collect 50/50 cash
- 15) Order cheques and deposit books

16) When refunds are required, contact individuals and input data for refund

17) Invoice wineries and Peachland Gallery for sales as per agreements. Calculate sales; pay artists when required; send each artist an itemized statement of sale/commission breakdown and cheque

18) Track and record online sales; pay artists as required, send each artist an itemized statement of sale/commission breakdown and cheque

19) Reconcile year-end and create Annual Income & Expense Statement and Balance Sheet

D. Official FCA-COC Documents: *(Please list any paperwork that you have in your possession and/or any paperwork you are responsible for obtaining on behalf of the FCA-COCO).*

- Insurance Documents and renewals
- Society Documents
- Filing Annual Report and change of directors annually on <https://www.bcregistry.ca/societies>

E. Equipment/Supplies: *(Please list all FCA-COC purchased items presently in your possession, and explain how and when these items are used during the orchestration of your official role.)*

- cheque books
- receipt books
- stamps, stationary supplies
- mailbox key
- storage unit key
- financial reports/records
- petty cash box
- Square terminal

F. Sub-committee(s): *(Please provide a breakdown of how the FCA-COC Membership is involved in order to help you complete your role.)*

G. A Yearly Overview of all Events you are responsible for overseeing:
(Please include types of participants; ‘ball-park’ budget for each event; event location, times; dates; timelines for tasks leading up to each event.)

H. Any Future Goals/Recommendations you may have regarding this role.