



TREASURER

CRITERIA

- Will be a financial member of the association
- Will be directly responsible to the members of the association
- Will be a member of the Management committee of the association
- Has experience or an interest in care of Day Surgery patients
- Requires sound computer skills in word and excel with a general background in MYOB. Has interest in acquiring further knowledge in how best to apply these computer programs to DSNASA
- Willingness to keep membership and financial records for DSNASA to an audit standard

EACH MEETING

- Present to the committee each meeting a financial report that includes:
 - a reconciliation statement
 - accounts to be paid
 - monies received
 - any other financial correspondence
- Present an update on current members per the DSNASA membership excel spreadsheet
 - updated quarterly with ADSNA for magazine mail outs
- Will acquire and present a copy of the current bank statement each month
 - current account is held with the Police Credit Union,
 - internet access for printing statements is available
- Maintain and archive financial reports
- Receive and receipt monies for non-members at Education Meetings

ANNUAL GENERAL MEETING

- Shall have financial year accounting audited by independent accountant prior to AGM with ability to show proof at AGM that this process has taken place
- Will prepare an annual balance sheet and statement of audit of ACCOUNTS for presentation to Annual General Meeting
- Will present Treasurer's report at the AGM

OTHER

- The treasurer will hold and maintain the DSNASA laptop
 - has membership database information as well as MYOB accounting information
 - all monetary transactions of the Association may be viewed by any member upon request
- Generate invoices to current members at the end of each financial year in efforts to regain them as paid members for the next financial year (1 July – 30 June)
- Will bank monies as soon as received, acknowledging annual membership payments with a paid invoice receipt
- Send new members a letter of welcome and a copy of the most current ADSNA magazine in their welcome packet
- Non member education evening payments shall be acknowledged from the Petty Cash receipt book, original to client and copy to remain as permanent record within the book
- Shall only pay monies with the approval of the Committee, ensuring the DSNASA Expense Report is completed for tracking purposes
 - Expense reports/cheque book should be brought to each meeting to ensure quick reimbursement to committee members for accounts to be paid
 - Any other accounts owing, should be presented each meeting with an authority to pay being given by at least one other signatory member from the committee (generally is the President, Secretary or other assigned committee members)
- Shall be a signatory for the association's accounts.