

## TREASURER

Eligibility: Members only.

Current Treasurer: [redacted]

Term of Treasurer's Commitment: Open.

Time Commitment: Approximately 25 hr/month (300 hr/yr)

Mandate: From CYM *Organization and Procedure*, 2.16:

The treasurer shall receive and disburse funds as directed by the Meeting, keep an accurate account of the money received and paid out and make an annual financial report to the Meeting or at shorter intervals as required by the Meeting. These books and accounts shall be audited annually.

With whom does the Treasurer regularly liaise? YSMM Clerk; Finance Committee (of which he/she is a member); House & Premises Committee; Peace, Environment, and Social Action Committee; Canada Revenue Agency (CRA); CYM office; our banking institutions.

Budget: Funds may be granted as needed.

Metric: (1) Regular bank reconciliations, and (2) the annual audit should suffice as the most credible metrics.

### **TASKS/Duties:**

CYM circulates recommended guidelines, which can be found on the CYM web site. See "Guidelines for Monthly Meeting Treasurers and Friends tasked with keeping financial records for their Monthly Meeting or Worship Group," last updated April 2016.

The Treasurer serves on Finance Committee, and if possible remains on Finance Committee for some time after their service as Treasurer has ended.

### **Recommendations:**

The Treasurer's commitment should be reassessed annually by an ad hoc committee with representatives from the Trustees, Finance Committee, Meeting of Ministry & Counsel, and Nominating Committee.