Canuck Board of Directors
Treasurer Job Description

Draft 2.0 Oct 27 2026

Treasurer's Core Responsibilities:

- Financial oversight of the association
- Work with the Administrator to create an annual operating budget
- Prepare annual reports and returns for CRA, AGLC and Alberta Registries
- The club administrator will manage the day to day receivables and payables and maintain a daily ledger
-

Treasurer's Monthly Duties:

- Review transactions and reconcile ledger to monthly bank statements
- Join a monthly 30-minute financial committee meeting
- File a T4A (nil) payroll summary (only an annual summary required)
- Prepare a brief financial update for the monthly board meeting

Annual Reports:

January:
Prepare & Submit the Annual Societies Return

February;
Prepare & Submit the Annual T4A Summary
Prepare & Submit T2 Tax Return

August:
Prepare and Submit the AGLC Casino Report

September:
Prepare Year End Financial Statement and present at the AGM

November:
Prepare and Submit GST Return
Prepare and Submit CRA T2 Return