

**Vancouver Bicycle Club**  
**Roles and Responsibilities**  
**Treasurer**  
**January 2019**

1. Guardian of Club funds
2. Keeps track of money that comes in and goes out.
3. Pays bills and reimburses members for approved expenditures.
4. Provides summary reports to the board so that everyone has an idea of where the money goes:
  - a. A monthly and YTD summary of income and expenses by category
  - b. A copy of bank statements and accounting entries so the board can see every transaction
  - c. A copy of the quarterly mutual fund investments statement
  - d. When requested – an estimated cash flow statement showing fund requirements for the specified period.
  - e. RACC financial summary report
  - f. Picnic financial summary report
5. Checks mailbox for bills and membership or RACC registrations submitted by printed form.
  - a. Provides the Membership Director with copies (pdf or originals) of member and RACC registration forms received by mail.
6. Detailed Responsibilities
  - a. Keeps Quicken account current and reconciled with bank statements
  - b. Pays all bills
  - c. Make bank deposits
  - d. Tracks income and expenditures by appropriate category (e.g., RACC vs. dues income, etc.).
  - e. Provides cash for registration cash boxes for RACC
  - f. Provides necessary information to CPA for doing taxes
  - g. Orders supplies as needed
  - h. Carries out other financial duties as requested by the VBC Board