

The Role:

District 7080 is currently in search of a District Treasurer effective July 1, 2022. The District Treasurer is a member of the Finance Committee and the District Executive team.

Who are you?

You are a Rotarian in good standing, and must be a member, other than an honorary member in a club of District 7080. You are experienced in finance or business accounting procedures and the handling of funds. Ideally, you have an accounting designation of some type. You have a keen eye for detail and like ensuring things are in order. Lastly, but not necessary to do the job, you have an interest in digitizing processes.

For training and transition purposes, you are available between now and July 1, 2022, for an average of 1-2 hours per week to work with the current District Treasurer. For succession planning and stability, you are willing and able, notwithstanding any major life changes, to join the team for a term of three (3) Rotary years and have approximately 2-3 hours available each week to fulfill the responsibilities of this role.

What will you do?

At large you are responsible for overseeing and performing financial duties in the district.

Your core responsibilities are to:

- Keep an accurate account of District revenues and expenses
- Pay all bills for legitimate expenses related to District business
- Have custody of all District funds, and deposit said funds in the designated bank account
- Receive and bank all monies received from Rotary International and Clubs for special international service projects in the designated bank account
- Perform such other duties normally associated with the office of Treasurer

You will do this by:

- On June 30 of each year, arranging with the bank for the change in bank account signatories and where necessary, transferring access to the District bank accounts to the incoming Treasurer
- On July 1 of each year, or as soon as possible thereafter, generating and sending an invoice for District dues to each club
- Ensuring that all monies received from clubs or individuals pertaining to District affairs are deposited in the District bank account(s)
- Ensuring that all disbursements to District officers and Committees are allocated against items in the approved District Budget and supported by properly documented invoices
- Reporting to every District Council Meeting the current financial position of the District
- Maintaining an electronic District cash book, journal and General Ledger in which the District receipts and disbursements are recorded
- Arranging for the completion and ensure timely filings of all required returns and forms with the Canada Revenue Agency including the annual HST return, T2 income tax return and the Not-for-Profit Information Form

- Ensuring proper amounts are withheld from payments made to District employees, the timely remittances of withholdings and the timely filing of the T4 summary with CRA
- Providing the DG as soon after July 1 as possible and not later than September 30, reviewed financial statements with approved budget comparisons for the previous Rotary year
- Arranging for a review engagement to be performed by an external accountant on the annual financial statements of the District and provide all information required by the accountants to perform their work
- Attending all District Finance committee meetings as a non-voting member and providing regular updates and respond to questions on the finances of the District
- Retaining according to retention guidelines outlined in the District 7080 Manual of Policies, Procedures and Practices, all deposit slips, bank statements, cancelled cheques, paid invoices, and expense reports together with any correspondence relative to District finances
- Compiling a financial statement as of the end of each financial quarter for presentation to the DG and Chairperson of the District Finance Committee

Other Notable Points:

- The District Treasurer has the authority to invest surplus funds in short-term deposits but the term of any such deposit shall not extend more than thirty days past the end of the Rotary year
- The District Treasurer can and is encouraged to automate and streamline the processes that they are responsible for
- Training will be provided, as will support, in the first year of your term

I'm Interested or Have Questions, What Next?

Please get in touch with [DGE Sandhya Maini](#) to chat about your interest and next steps.