

TREASURER

GENERAL DUTIES

1. *(No longer applicable)*
2. Receive all monies and deposit them in the name of the Association.
3. Pay all bills.
4. Give a report of income, expenses, and balances at each Association meeting.
5. Keep accurate records of all accounts.
6. Keep an accurate record of Friends of the Festival income and expenses, as the money received is designated for scholarships and prizes.
7. Pay the Computer Operator their honoraria, currently \$500.00, before the end of each fiscal year.
8. When the Festival is over, bring any suggested changes in your job description to the attention of the Festival Secretary.
9. Prepare a financial statement for presentation at the annual meeting.
10. Present to the annual meeting a proposed budget for the forthcoming year.
 - a. Consult with the President or Festival Secretary if necessary.
11. Have the financial records audited at the end of the fiscal year.
 - a. Give copies of the audited statement to Association members.
12. In consultation with the Fundraising chairperson provide the Festival Secretary and computer operator with a list of donors and page sponsors for inclusion in the Festival Program.
 - a. Provide the Vice-President with a list of donors not included in the Festival Program, so that these may be included in the Grand Concert program.
 - b. List all donors and page sponsors in the Grand Concert program.

SPECIFIC DUTIES RELATING TO FESTIVAL WEEK

1. The handling of monies:
 - a. Deliver float for each venue to the festival secretary
 - b. Pick up the money box at the end of the week.
2. Give the Adjudicator Coordinator a cheque for each adjudicator in the amount determined by the Coordinator to cover stipend, travel, and meals.
3. Write cheques for award winners (except for the Rose Bowl and Piano Camp Scholarship), and give them to the Awards Chairperson for presentation at the Grand Concert.
4. Be responsible for taking admission monies at the Grand Concert.

October 2013