

Personnel Selection Officer Association Terms of Reference

Treasurer

1. Ensure taxes are paid every 6 months to Ontario Ministry of Finance.
2. Collect regular reports on sales and other revenue from the KIT Shop Manager to populate the Simply Accounting database.
3. Prepare yearly financial reports for the Annual General Meeting and be prepared to discuss operating expenses and budget projections.
4. Issue cheques to vendors, Regional Representatives, and other suppliers of no more than \$300.00 without the permission of the Executive Committee.
5. Write a cheque for an established amount for Petty Cash to be managed by the Kit Shop Manager.
6. Provide reimbursement for PP&S expenses submitted by PSOA Executive Committee members, as required.



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