

## Duties of the CPEG Treasurer

The role of the treasurer is to oversee all financial aspects of CPEG and to handle all incoming and outgoing money. The treasurer also oversees membership payments and keeps track of the CPEG bank account, CPEG PayPal account, Digital Ocean account and GoDaddy account as well as maintains the CPEG website active membership list.

### MONEY IN:

- to receive and deposit all cheques at the TD Bank in the CPEG account.
- pharmaceutical company cheques for fellowship support.
- pharmaceutical company cheques for support of the annual CPEG meeting.
- these cheques come in at any time so it is important to follow-up and make sure we indeed receive the funds promised. Liaison with Joanne Nam (UBC conference services) is important for this as well as with the person in charge of the fellowships.
- to make sure that CPEG members pay their dues and to manage the PayPal CPEG account where the dues are deposited.
- to transfer the dues from the PayPal account to the CPEG TD account for the financial year. It gets complicated if all money is transferred because we then need to differentiate between the different fiscal years. One cannot include a membership deposit for a future year in the actual fiscal year.
- to deposit the few membership dues that are sent by cheque and make sure to send those members a receipt. Those who pay by PayPal can use their PayPal confirmation as a receipt.
- to deposit the cash given to him/her at the annual meeting for those who are late in paying their dues.
- to make sure by cross-checking with Joanne Nam that those people who registered for the annual meeting at a reduced rate have in fact paid their dues.
- the meeting registration fees received are noted as “tuition” on the UBC invoice and those go directly to them. The note needs to be made to the accountant that this is income for us but is deducted from the total conference costs (which are billed later to us by UBC conference services).

### MONEY OUT:

- to write cheques (for larger amounts) and pay invoices by INTERAC e-transfer (for smaller amounts).
- -written cheques for fellowship recipients and payment to UBC for conference services. These are written and signed by the treasurer and then couriered out to the CPEG president for co-signature. Include name and address with this cheque so the President knows where to send the cheque to next. It is important to know the exact name of the recipient (which is not the fellowship recipient's name) and to whom the cheque needs to be sent (University, Research Institute). I always send a letter with the cheque and follow-up to make sure the cheque makes it to its final destination. Also having the name of the fellowship recipient on the reference line at the bottom of the cheque helps.
- write the cheque for the Bailey Award winner at the annual meeting.
- reimburse executive committee members for expenses related to CPEG expenses (travel to and from annual meeting, courier services and teleconferencing fees which are paid by the secretary).

- pay the accountant for his services yearly.
- pay for translation services if needed (Diane Laforte translation services).
- pay for maintenance of the CPEG website as well as the monthly fees (to Digital Ocean and Go Daddy). Digital Ocean can be paid via PayPal so I use our PayPal account for that. I usually put in a lump sum and the monthly payments are deducted from there. Add funds as needed. Go Daddy requires credit card payment so my credit card is being used for that and I just reimburse myself as needed (by INTERAC e-transfer).  
-pay for website additional services to Tenfold Web Design (Douglas Gough) when needed.
- pay for any other services that may come up (examples over the last few years have been CPEG growth curves and shiny apps.)
- pay the invoice for our liability insurance yearly.

#### OTHER:

- to keep the Corporations Canada web site up to date with the name and addresses of members of the executive and to pay the yearly registration fee. I pay by credit card and get reimbursed by CPEG. I receive an email from Corporations Canada when this is due and fill out the information on the website which takes 5 minutes.
- to keep the CPEG website up to date by checking off members when they have paid their dues so our list is up to date. Membership payments made through PayPal are easier to track as I receive an email (from our Gmail account) telling me that this person has paid. Those who pay by cheque need to fill out a form with their updated information and send that in with their payment. For those who pay cash, a manual receipt with carbon copy for our records is given to them.
- to meet with the accountant once a year (after December 31<sup>st</sup>, which is our financial closing date) in order to prepare the financial documents to present at the annual general meeting. All work is done by the treasurer and is reviewed and organized by the accountant. Documents from the Easy books program (that I use for accounting) are organized, updated and sent to the accountant along with all monthly downloads from the TD account including all investment documents. A log of membership payments made for the fiscal year are also sent to the accountant. Review of the PayPal account can help but it does not log for which year a payment is made so that needs to be done manually. I use an Excel spreadsheet for this. The accountant will also prepare the tax documents which need to be signed.
- to meet with the TD Bank investment banker (or communicate by phone or email) approximately 3-4 times per year to review our investments when they are due. This is to make sure we are at least making some money on our investments.
- to make sure that we have enough funds in our account that are not tied up in investments to pay out large sums needed to cover fellowship support (May-June of every year but sometimes other dates depending on deferrals) as well as the cheque to UBC conference services (around June of every year).
- to meet or discuss with TD bank when a change of President occurs in order to transfer signing authority on the account. Since 2016, we need to make those changes with the original TD bank (in Westmount). This is a long process with many errors occurring on all ends!!!
- to keep track of all INS and OUTS because these activities occur throughout the year. I use a program called Easy Books that works with iPhone and computer and keeps things synchronized. Since this is an app I use for personal finances as well, I pay for it personally. Any other program can be used but I suggest one that can be used on the GO and that synchronizes

across devices. I use this to generate pdf documents that I can share with the accountant prior to our yearly meeting.

- For the annual meeting, the financial documents need to be presented to the executive committee and signed by the President and Treasurer. These documents are summarized into slides for the presentation at the annual CPEG meeting.
- review the budget proposal from UBC conference services and review the final invoice once the meeting is completed. The final invoice needs to be approved and once it is, Joanne Nam (from UBC conference services) sends an official invoice for payment.
- to attend the executive meetings by teleconference which occur approximately every 2 months or on a PRN basis otherwise.
- the treasurer no longer attends the planning committee meeting but is solicited occasionally to give input on costs if we seem to be going over budget.