

HGTA Treasurer's Responsibilities

1. Ensure that sufficient funds are available to meet ongoing operational and capital investment requirement.
2. Create and present an annual budget based on forecast cash flow positions, related borrowing needs, and available funds for investment
3. Maintain a record of expenses and income compared to the annual budget and present to the HGTA Executive monthly, and to the General Membership three times/year.
4. Maintain a system of policies and procedures that impose an adequate level of control over treasury activities
5. Review and approve requests for disbursement in a timely manner (twice a month)
6. Give advice to the HGTA regarding investments and management of funds for short and long-range planning
7. Communicated with and monitor the activities of bookkeeper handling treasury functions on behalf of the HGTA