

ISAO INFORMATION BULLETIN (ISAO IB)

Purpose and Role of the ISAO Treasurer

10 March 2019

References: [Canada Not-for-profit Corporations Act](#) Statutes of Canada (S.C.) 2009
Chapter (c.) 23

[Articles of Continuance \(of Incorporation\)](#)

[ISAO By-Law No. 1](#) (February 2019)

[Policies and Procedures](#) (February 2019)

[Corporate Records and Reporting – Legal Requirements](#)

Purpose

The Treasurer seeks to ensure that the Board of Directors and membership have accurate financial information that:

- Correctly reflects actual revenues and expenditures
- Is clear and understandable
- Facilitates analysis of activities with regard to their financial transactions
- Facilitates strategic planning towards desirable goals that serve the membership through accurately and clearly reported financial information and use of performance measurement
- Ensures that the Board of Directors is aware of, understands and complies with the legislated financial reporting requirements of an organization incorporated under the Canada Not-for-profit Corporations Act

In short, the Treasurer should work towards providing accurate, clear, understandable and useful financial information through regular reports through-out the year culminating in annual financial statements and continuous management accounting reports that facilitate performance management in alignment with routine goals and strategic planning.

Role

The Treasurer's role is to work with the ISAO's book keeper and public accountant to establish reports that meet the Board and members' needs in accordance with the purpose stated above.

As well, the Treasurer is responsible to ensure that the ISAO meets its legal financial reporting requirements as laid out in the Canada Not-for-profit Corporations Act and Revenue Canada regulations. The Act clearly sets this out as a Board responsibility. In other words, while Boards quite understandably rely on professionals (book keepers and accountants) to ensure that legal requirements are met, such does not absolve Board members of the responsibility. (reference: [Corporate Records and Reporting – Legal Requirements](#))

The Treasurer is the Board's representative in ensuring that the Board's responsibility is met. The Treasurer should ensure that the Board is kept informed of and meets its responsibilities. The Treasurer should either be expert or determine to become reasonably expert in the corporate financial responsibilities and requirements of Canadian Not-for-profit Corporations Act in order to fulfil the role of Treasurer.

By-law No. 1

ISAO By-law No. 1 lists the duties of a Treasurer in the role more descriptive of a contracted accountant. In the role of ISAO Treasurer as a member of the Executive Committee, the Treasurer's responsibilities extend to (as the Board's representative) ensuring that accounting procedures are in place, including that routine functions are performed properly by a competent person. This is covered by the closing phrase of the description in ISAO By-law No. 1 which is bolded in the excerpt below:

*7.02 G. Treasurer – If appointed, the treasurer shall keep, or cause to be kept, proper accounting records as required by the Act. The treasurer shall deposit, or cause to be deposited, all monies received by the Corporation in the Corporation's bank account; the treasurer shall, under the direction of the board, supervise the safekeeping of securities and the disbursement of the funds of the Corporation; the treasurer shall render to the board, whenever required, an account of all his or her transactions as treasurer and of the financial position of the Corporation; and **the treasurer shall perform such other duties as may from time to time be prescribed by the board.***

The Treasurer, in performing their functions as directed by the ISAO Board through adoption of this ISAO IB is an invaluable and vital member of the ISAO Executive and Board.