



**Association Prématornelle Les Bouts d'Choux  
French Immersion Preschool**

P.O Box 32167 Mill Woods RPO, Edmonton, AB T6K 4C2  
Located in École Frère Antoine School  
2850 Mill Woods Road Edmonton, AB T6K 4A1

## **Treasurer**

### Responsibilities:

- Attend all board meetings
- Update list of directors with the Canada Revenue Agency
- Main point of contact with the Canada Revenue Agency
- Maintains records of preschool income and expenses
- Accounts for all banking transactions
- Main point of contact with ATB Financial
- Issues cheques for the preschool
- Signing authority
- Prepares annual budget
- Prepares and distributes monthly financial reporting to the board of directors
- Responsible for monthly completion of payroll and maintenance of payroll records including issuing T4's and filing T4 return annually
- Monthly source remittance submission
- Preparation of annual records of employment
- Preparation and filing of annual T2 Return
- Preparation and filing of annual AGLC Financial Report
- Attend all board meetings
- Liaise with external accountant as required
- Police Criminal Records Check is required (preschool will reimburse expense)

Monthly action item list included in this binder.

Please refer to the Board Handbook for details on meetings, policies/procedures, and bylaws.

A preschool yearly timeline has been included outlining monthly action items.

Digital files with templates and example copies will be given at June turnover meeting.