

# TREASURER

## PURPOSE:

In conjunction with the Local Executive team ensures the financial stability of the Local through strategic/fiscal planning within the framework of ONA's mandatory financial policies (see Local Financial Policy Guide) and ONA's Constitution.

## ACCOUNTABILITIES:

### TIER 1 ACCOUNTABILITIES

1. **Communicate with Local Coordinator and Bargaining Unit Presidents on a regular basis to determine evolving Bargaining Unit needs and incorporating those changes into the Local's strategic/fiscal plan.**

- Ongoing dialogue with Local Executive regarding impact of Local's work on approved budget.
- The Local Executive to develop policy as required.

2. **Ensure the Local Coordinator and Executive team receive a written monthly financial overview of the Local, including variances and possible need to access Supplemental Funding.**

- E-mail/mail or present at Executive meetings monthly financial reports.

3. **Ensure ONA Constitution and policies are adhered to when doing strategic/fiscal planning.**

- Connect with Vice-President Finance as required.
- Attend Treasurers Workshop/identify additional education needs.
- Utilize template documents.
- Review Bargaining Unit needs presented at budget prep meeting to determine Local financial priorities.
- Contact Simply Help Desk for assistance as needed.
- In collaboration with the Local Executive Committee, determine the auditor and document in the minutes.

4. **Disseminate information throughout the Local, and provincially when necessary.**

- Executive and Local meetings, and per the Local Financial Policy Guide.
- Back up files with Simply Accounting.

5. **Ensure there are up-to-date membership-approved Local financial policies regarding Local expenditures.**
- Review all Local policies annually as per policy at Local Executive meeting. Local Executive to take to Local meeting for annual review and approval.
  - Assist with amendments to policies in accordance with auditor recommendations and ensure membership approval is recorded.
  - Identify gaps in policies and develop/revise policies as needed and ensure membership approval.
  - Be aware of, understand and use the Local Financial Policy Guide as a resource.
6. **Ensure Local financial records are kept up-to-date and complete.**
- Executive meeting must have updated financial report.
  - Provide monthly reports as per ONA policy.
  - Maintain data in Simply Accounting backup files as per ONA policy.
  - Keep one official hard copy of monthly report as per ONA policy.  
See Simply Accounting work manual – month end and year end checklist.
7. **Liaise with employer/ONA finance staff regarding dues amounts and Local dues levy.**
- Review incoming monies for accuracy.
  - Determine any gaps and discuss with ONA staff.

## **TIER 2 ACCOUNTABILITIES**

8. **Liaise with the Local auditor.**
- Executive approval required by motion to appoint auditor and minuted.
  - In collaboration with the Local Executive Committee, set meeting dates/books closing (e.g. date final expenses are due).
  - As identified by the Local Executive Committee, investment of monies with input from bank/auditor.
  - Treasurer and Local Coordinator to meet with auditor at year end, send signed audited statements to ONA in accordance with policy.
  - After entering adjustments from auditor, send backup file to ONA.

9. **Ensure Local auditor receives copies of Local minutes that include approval of expenditures and locally approved policies.**
- Send signed approved minutes from Secretary to auditor.
10. **Liase with Bargaining Unit President to ensure a monthly review of DRR and provide monthly updates as needed to dues/membership.**
- Check DRR on a monthly basis.
11. **Ensure Local processes for the collection, receipt and sharing of Local membership information, in compliance with ONA's privacy policy, are reviewed when sharing membership information.**
- Use membership info only for ONA business.  
File cabinets – locked.  
Shred documents.
12. **Ensure the appropriate benefits are deducted when paying salary by reviewing the appropriate collective agreement, and consult with the servicing LRO to confirm which benefits should be billed for by the employer.**
- Copies of all collective agreements – contact Bargaining Unit President, who will contact employer and list LRO by Bargaining Unit or intake process.
  - Review benefits analysis list from LRO after each round of bargaining or when collective agreement renewed.
13. **Ensure respective employers are informed annually of any special dues levy established and approved by membership, and the benefits that should be billed for by the employer.**
- Notify ONA re dues levy in accordance with policy so that ONA can notify the employers yearly. If there are amendments to the local levy made during the year, the Treasurer notifies each employer in the local.
14. **Ensure the ONA Financial Specialist is informed in writing annually of any special dues levy established and approved by membership.**
- Send letter to specialist of dues levy with a copy of the motion.
  - Notify employer and ONA Financial Specialist in writing of any amendments to the dues levy after the annual dues notice has been sent.

### **TIER 3 ACCOUNTABILITIES**

**15. Ensure timely processing of expenses.**

- Liaise with Bargaining Unit President to clarify member expenses.
- Liaise with Local Coordinator re unexpected expenses.

**16. Utilization of Bookkeeper (if applicable).**

- Work with Local Executive to develop process for hiring of bookkeeper (after consultation with Vice-President Finance).
- Develop with Local Executive the role and expectations for the bookkeeper.
- Ensure bookkeeper responsibilities are completed.
- Ensure ongoing liaison with bookkeeper.

**Note: Please see ONA Local Financial Policy Guide (including Section 7: Treasurer's Checklist) for a more comprehensive list of duties.**