



Fort Saskatchewan Soccer

10013 – 96 Avenue | PO Box 3071 | Fort Saskatchewan | Alberta T8L 2T1
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www.fortsasksoccer.ca

Duties of the Treasurer

- Maintain files of all soccer account payables and receivables and reconcile Treasurer's files to reports provided by the Fort Saskatchewan Minor Sports Association (FSMSA) office.
- Maintain close contact with the FSMSA office on all soccer financial matters.
- Coordinate submission of all invoices for payment by the FSMSA office.
- Maintain one of the signing authorities for the Fort Saskatchewan Soccer.
- Prepare purchase orders to be signed by other soccer signing authorities.
- Report to the Executive Committee all expenditures exceeding budgeted amounts.
- Coordinate collection of soccer registration fee with the Minor Sports Association office.
- Work with the FSMSA office to make and monitor special payment arrangements with members requiring financial assistance to pay for registration fee.
- Present financial report at all Executive Committee meetings.
- Prepare the semi-annual outdoor and indoor season soccer budgets consulting with other Executive members.
- Review any payments or honorariums made to referees, outdoor field line marker or other individuals.