

## (organization's name) Treasurer Calendar of Activities

### Background info

**Post box** for (organization's name) located at, \_\_\_\_\_, Alberta, Box #. Keys to post box possessed by \_\_\_\_\_ (Treasurer) and \_\_\_\_\_ (President).

**Electronic files** are kept by present Treasurer, \_\_\_\_\_. Paper copy file boxes also exist. They include:

- (organization's name) Casino #3 - 2015 – 2017
- (organization's name) General Account Current  
These two file boxes also include cheque books, deposit books, and miscellaneous office supplies, such as envelopes, stamps, pens, return address stamp, etc. As well, a memory stick including backup electronic files is kept in the top of the General Account Current box.
- (organization's name) Casino #2 Account – 2014 – 2016
- (organization's name) Casino #1 Account – 2012 – 2014
- (organization's name) General
- (organization's name) General Account Archives

Text in **purple** indicates Excel or Word electronic file name in the electronic file system.

Text in **brown** indicates tab name in Excel file.

The **fiscal year** for the (organization's name) is May 1 – April 30.

## January

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.

- Board meeting – third Thursday of the month

Prepare Treasurers Report and distribute by email to President and / or Secretary at least one day before the meeting. Bring an appropriate number of paper copies to the meeting. Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

## February

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.

- Board meeting – third Thursday of the month

Prepare Treasurers Report and distribute by email to President and / or Secretary at least one day before the meeting. Bring an appropriate number of paper copies to the meeting. Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

## March

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.

- Board meeting – third Thursday of the month

Prepare Treasurers Report and distribute by email to President and / or Secretary at least one day before the meeting. Bring an appropriate number of paper copies to the meeting. Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

## April

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.

- Board meeting – third Thursday of the month

Prepare Treasurers Report and distribute by email to President and / or Secretary at least one day before the meeting. Bring an appropriate number of paper copies to the meeting. Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

## May

- Throughout the month, update the Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.

- Board meeting – third Thursday of the month

Prepare Treasurers Report and distribute by email to President and / or Secretary at least one day before the meeting. Bring an appropriate number of paper copies to the meeting. Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

- Year end annual return – Service Alberta  
Annual Return needs to be completed and returned to Service Alberta by May 31 of each year. Use format found in **/treasurers reports/annual returns** to complete return and cover letter.
- New Budget preparation  
As the year end annual return is being completed, a new draft budget needs to be prepared for the commencement of the new fiscal year. Use the existing budget Excel spreadsheets to design the new one (**/treasurers reports/budgets and accounting**). The new draft budget needs to be completed, reviewed by the Executive, and presented to the (organization’s name) board for adoption at the May meeting. The approved budget should then be presented to the membership at the AGM in June.
- Completion of Audit  
The Audit Committee, which was appointed at the previous AGM, should be contacted and arrangements made to complete the audit before the June AGM. The audit form for signatures can be found in **/treasurers reports/audit statement template**. The audit consists of the audit committee (organization’s name volunteers) spending a couple of hours looking through the books and files. The intent is that the books of the (organization’s name) are kept in a correct, ethical, and transparent way.

## June

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.

- AGM – third Thursday of the month

Prepare end of year Treasurers Report and distribute by email to President and / or Secretary several days before the meeting. Bring an appropriate number of paper copies to the meeting (more than usual). Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

- Present Audit Committee report.
- Select new Audit Committee for next year's audit.
- Present approved budget.

## July

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.
- Board meeting – **no board meeting in July!!**

## August

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.

- Board meeting – third Thursday of the month

Prepare Treasurers Report and distribute by email to President and / or Secretary at least one day before the meeting. Bring an appropriate number of paper copies to the meeting. Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

## September

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.

- Board meeting – third Thursday of the month

Prepare Treasurers Report and distribute by email to President and / or Secretary at least one day before the meeting. Bring an appropriate number of paper copies to the meeting. Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

## October

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.

- Board meeting – third Thursday of the month

Prepare Treasurers Report and distribute by email to President and / or Secretary at least one day before the meeting. Bring an appropriate number of paper copies to the meeting. Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

## November

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.
- Board meeting – third Thursday of the month  
Prepare Treasurers Report and distribute by email to President and / or Secretary at least one day before the meeting. Bring an appropriate number of paper copies to the meeting. Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

## December

- Throughout the month, update the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**) whenever cheques are written or deposits are made. Input amounts into **Revenues** and **Expenses** tabs. Totals automatically import into **Budget** tab.
- Update the Annual Return (**/treasurers reports/annual returns/annual return 20\*\***) while updating the Budget. Cut and paste amounts into **Annual return 1\*-1\*** tab. Input any capital assets purchased into **assets** tab.
- As well, update the appropriate casino Excel spreadsheet (**/casino/casino 20\*\*/Casino account 20\*\***) when casino cheques are written or deposits made. Input amounts into **Gaming** tab, and appropriate **club** tab.
- Get bank statements – available mid month at post box.  
Attach appropriate receipts to each bank statement, and place in file box folders (one general account statement and one casino account statement). Input amounts into the appropriate Budget Excel spreadsheet (**/treasurers reports/budgets and accounting/1\* 1\* Budget**). Input amounts into **General acct 1\* 1\*** and **Casino acct 1\* 1\*** tabs.
- Make duplicate copy of casino account bank statement with receipts and cancelled cheques and place monthly in Casino Accounting file in Casino Account file box.
- Board meeting – third Thursday of the month  
Prepare Treasurers Report and distribute by email to President and / or Secretary at least one day before the meeting. Bring an appropriate number of paper copies to the meeting. Develop the file in **/treasurers reports/reports 1\* 1\***. Include a one page balance synopsis, club casino disbursements update (cut and paste from Casino spreadsheet), budget update (cut and paste from Budget spreadsheet), and whatever else seems appropriate. Bring current Casino Account and General Account file boxes to the meeting.

## Non-designated dates

- Casino accounting – AGLC

Alberta Gaming and Liquor Commission have their own accounting requirements for the casino funds the (organization's name) receives from working casinos. The (organization's name) works a casino approximately every two years (traditionally in November / December).

When requests for accounting are received, use a previous accounting file found in **/casino/casino accounting** as a template, and cut and paste from the appropriate casino file (**/casino/casino 20\*\*/casino account 20\*\***), from the **Gaming** tab.