



FOOD FOR LIFE CANADA INC.

POLICY CATEGORY	Governance
POLICY NUMBER	15
TITLE OF POLICY	Board Treasurer
APPROVED BY	Board of Directors
DATE OF APPROVAL	November 2007
REVISION DATE	

As an officer of the Corporation, the Treasurer is responsible for the duties prescribed in the by-laws and for monitoring the financial activities of the Corporation.

Specific responsibilities include:

- ensuring that complete and accurate records are kept of all the Corporation's financial matters in accordance with Generally Accepted Accounting Principles, including verification of remittances and bank statement reconciliations;
- acting as a signing authority for the Corporation, as approved in the by-laws or by resolution of the Board;
- ensuring that the Board is provided with quarterly reports on the financial position of the Corporation;
- recommending a competent auditor to be appointed annually;
- collaborating with the auditor and the Executive Director in reviewing and presenting annual financial statements;
- ensuring that any recommendations from the auditor, e.g. on financial controls or reporting, are implemented by the Executive Director;
- ensuring that appropriate financial controls are in effect and working properly and that assets are being safeguarded; and
- assisting the Executive Director in the preparation of the annual budget for approval by the Board.