

4th VICE-PRESIDENT – Finance

- May appoint and oversee a Financial Assistant;
- Shall oversee and advise the Registration Director and provide support in the registration process where necessary;
- Manages the financial resources of the Association and provides information and advice with respect to financial matters;
- Shall be one of the four signing officers of the Society and in conjunction with the President ensure that all banking signing authorities are maintained;
- Ensures all books and records are properly maintained within general accepted accounting principles and annually arranges for an independent audit of the accounts for the fiscal year ending April 30th;
- At each Annual General Meeting shall arrange for the Auditor to present the duly audited financial statement for the fiscal year;
- Researches the market place and recommends investments for excess funds of the association;
- Chairs the Budget Committee and prepares the Budget for the fiscal year ending April 30th for presentation to the Board of Directors; Shall work in conjunction with the 3rd Vice President of Fundraising to set targets for the fundraising requirements of the Association;
- Shall present full detailed accounts of receipts/disbursements to the Board on a quarterly basis or as required;
- Determines the nature of the accounting records to be maintained by SPKAC including controls and procedures for all individual teams and shall arrange for Team accounts to be opened with the financial institution chosen by the Association;
- Shall oversee Concession Financials in coordination with Concession Director
- Shall obtain from all teams a proposed Budget by October 15 of each year;
- Shall conduct a mid-season review of Team accounting procedures to ensure proper records are being maintained;
- Shall conduct a review of all team financials in the event of player movement;
- Shall audit at the end of each season all individual team accounting records;
- Shall initiate transfer of excess funds in Team accounts to the Financial Assistance Program upon closing Team accounts on July 15th;
- Shall sit on the Financial Assistance committee;
- Has the responsibility to be a member of the Incident Review Committee and may be called upon as required.