

Welcome to CRPS  
*Treasurer's Zoominar*



# Your Lodge is a Class D Member of the Canadian Royal Purple Not for Profit Society

- Your LODGE - A Group of like-minded people who came together to carry out shared aims and objectives by forming a lodge and joining the CRPS as a Class D member
  - Your Lodge is a member of a Federally incorporated
  - Not For Profit Society and a Provincially incorporated Not For Profit

**YOU ARE THE TREASURER 😊**

## What does this mean?

- ▶ Your Lodge has all the rights and privileges of a Not For Profit
  - ▶ Gaming privileges
  - ▶ Governance model
  - ▶ Liability coverage for executive decisions
  - ▶ Operating under an umbrella of Not-For-Profit Legislation

# AND

- ▶ Our National Board, Constitution and our CRPS governance saves your lodge from having to deal with two levels of government reporting.
- ▶ CRPS collects your reports as its promise and responsibility to the Federal and Provincial Not For Profit legislation requirements.
  - ▶ To ensure you are operating according to their requirements, the following information is required:
    - ▶ Meeting regularly, following formal governance
    - ▶ Maintaining membership lists, approved minutes
    - ▶ Holding an annual AGM
    - ▶ **Maintaining audited (reviewed) financial records**
    - ▶ **Developing an annual budget**
    - ▶ **Operating under the Gaming legislation**

# Membership

You may have three types of members (shareholders) in your not-for-profit lodge:

- ▶ Class A – this is the regular membership – voting
- ▶ Class B – a Past National President - voting
- ▶ Class E – a non-voting lifetime member

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"This is so exciting!  
I've never visited accounting before."

## **Treasurer's Role and Duties**

- ▶ 1. Member of your Lodge Executive committee.
- ▶ 2. Take care of your Lodge finances.

# Banking



Issue cheques - make sure you have a motion before you write a cheque!



Make the deposits



Balance and reconcile your bank accounts monthly



Gaming laws are very strict so ensure that you keep accurate records and get receipts for all donations from that account



Provide all banking information to the Finance Committee for the annual internal review



A copy of the minutes with the motion approving the change of signing authorities will be required by the bank



# Reports

- Treasurer's Report – this will include all receipts and expenses for the month as well as the bank balance. This needs to be presented at every Lodge meeting.

# Financial Records

Financial records are to be kept for a minimum of 7 years

Records to be kept include: ledgers, bills, receipts, deposit books and bank statements with cancelled cheques

# Financial Review - audit

- Difference between an Audit and Financial Review – an Audit you hire a professional accountant and pay for the audit, a Financial Review is completed by 2 or more members who do not have signing authority
- If your Lodge chooses to use a Financial Review you need to make a motion annually and have it approved by your members
- It is mandatory that a Financial Review is conducted annually
- You as Treasurer will make available all of the financial information, banking, ledgers, bills.
- If for any reason your Treasurer is replaced during the year, a Financial Review would be required. This ensures that the books were turned over in good order.
- The Treasurer may attend the Financial Review, but cannot participate in the review other than to answer questions.

# Membership

Receive

MEMBERSHIP RECEIPTS FOR XYZ LODGE						
MEMBER	2019		2020		2021	
	Date rec'd	Amount	Date rec'd	Amount	Date rec'd	Amount
Bambrick, Barb	12-Dec-18	\$ 50.00	05-Nov-19	\$ 50.00	06-Nov-20	\$ 45.00
Conley, Elsie	12-Dec-18	\$ 50.00	05-Nov-19	\$ 50.00		
Gammie, Jan	12-Dec-18	\$ 50.00	05-Nov-19	\$ 50.00	06-Nov-20	\$ 45.00
Kitz, Anita	04-Jan-19	\$ 50.00	05-Nov-19	\$ 50.00	06-Nov-20	\$ 45.00
Lougheed, Sandi	10-Nov-18	\$ 50.00	05-Nov-19	\$ 50.00	06-Nov-20	\$ 45.00
McCarthy, MaryLou	12-Dec-18	\$ 50.00	05-Nov-19	\$ 50.00	06-Nov-20	\$ 45.00
Nolan, Lynda	10-Nov-18	\$ 50.00	05-Nov-19	\$ 50.00	06-Nov-20	\$ 45.00
Stotz, Carrie	10-Nov-18	\$ 50.00	05-Nov-19	\$ 50.00	06-Nov-20	\$ 45.00
		\$ 400.00		\$ 400.00		\$ 315.00

# Sample of Membership Tracking

# What's Excel??

- ▶ Excel is a spreadsheet program on Microsoft Office. It comes with the Word program. If you do not have access to this program this information can all be entered in a manual ledger or any other spreadsheet program.
- ▶ Excel lets you enter numbers, names, dates in a column and row format. You can have your columns automatically total with the autosum feature.
- ▶ Basic rule of thumb is to keep your columns matching your budget items.
- ▶ To keep things simple I have created some basic templates that I would be happy to share and teach you how to use.

# Monthly Detail on Excel spreadsheet

This is to track  
the detail of  
your banking  
on a monthly  
basis.

Jan-20								
REVENUE				Catering	Dues	Sunshine		
Sandi Lougheed				\$ 346.00				
All members					\$ 1,740.00	\$ 13.70		
MaryLou McCarthy				\$ 1,692.00				
				\$ 2,038.00	\$ 1,740.00	\$ 13.70	\$ 3,791.70	
EXPENSES		Chq #		Groceries	Supplies	Members	Nat Dues	Lodge Dues
ABC Grocery		1511	\$ 147.71	\$ 147.71				
Meat Store		1512	\$ 696.92	\$ 696.92				
DEF Grocery		1513	\$ 432.48	\$ 432.48				
Jan Gammie		1514	\$ 65.93	\$ 65.93				
Lynda Nolan		1515	\$ 66.14		\$ 66.14			
Anita Kitz		1516	\$ 117.73	\$ 45.98	\$ 34.89	\$ 36.86		
CRPS		1517	\$ 1,765.00				\$ 1,740.00	\$ 25.00
Jim Matthews		1518	\$ 100.00			\$ 100.00		
			\$ 3,391.91	\$ 1,389.02	\$ 101.03	\$ 136.86	\$ 1,740.00	\$ 25.00
Feb-20								
EXPENSES								
M. McDonald					Donation			
Encounters of Cananda				1519	\$ 300.00			
Mar-20								
REVENUE				Catering	Sunshine	Dues		
Smith Lunch				\$ 200.00				
Jones Funeral				\$ 1,100.00				
					\$ 27.00	\$ 35.00		
Total			\$ 1,300.00	\$ 1,300.00				
EXPENSES				Groceries	Donations			
Carrie Stotz		1520	\$ 287.22	\$ 287.22				
BDSS		1521	\$ 50.00		\$ 50.00			
Jan Gammie		1522	\$ 15.00	\$ 15.00				
ABC Grocery		1523	\$ 116.57	\$ 116.57				
DEF Grocery		1524	\$ 75.94	\$ 75.94				
Meat Store		1525	\$ 94.73	\$ 94.73				
			\$ 639.46	\$ 589.46	\$ 50.00			

# Sample of Accounting

Excel Spreadsheet available to customize  
Easy to use

CANADIAN ROYAL PURPLE EXAMPLE ACCOUNTING			Accounting Jan 1, 2020 to Dec 31, 2020			
	Budget	Total	Jan	Feb	Mar	Apr
<b>Revenue</b>						
Catering	\$ 6,000.00	\$ 3,338.00	\$ 2,038.00		\$ 1,300.00	
Membership Dues	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00		\$ -	
Sunshine March	\$ 100.00	\$ 40.70	\$ 13.70		\$ 27.00	
Misc	\$ -	\$ -				
<b>Total</b>	<b>\$ 7,840.00</b>	<b>\$ 5,118.70</b>	<b>\$ 3,791.70</b>	<b>\$ -</b>	<b>\$ 1,327.00</b>	<b>\$ -</b>
<b>Expenses</b>						
Donations	\$ 3,000.00	\$ 350.00		\$ 300.00	\$ 50.00	
Member Expenses	\$ 500.00	\$ 136.86	\$ 136.86			
Catering Expenses	\$ 3,500.00	\$ 1,978.48	\$ 1,389.02		\$ 589.46	
Supplies	\$ 200.00	\$ 101.03	\$ 101.03			
National Memebership	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00			
Lodge Dues	\$ 25.00	\$ 25.00	\$ 25.00			
Lodge Insurance	\$ 158.00	\$ 158.00	\$ 158.00			
Advertising	\$ 100.00	\$ -				
Bank Charges	\$ 40.00					
<b>Total.</b>	<b>\$ 9,263.00</b>	<b>\$ 4,489.37</b>	<b>\$ 3,549.91</b>	<b>\$ 300.00</b>	<b>\$ 639.46</b>	<b>\$ -</b>
<b>GENERAL BANK ACCOUNT BALANCE</b>						
January Opening	\$ 5,000.00					
February	\$ 5,241.79					
March	\$ 4,941.79					
April	\$ 5,629.33					



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"Don't forget, Henderson, I'm counting on you."

# MISCELLANEOUS

- ▶ The Treasurer does not prepare the Budget.
- ▶ The budget is prepared by the Executive Committee, with information provided by the Treasurer and Finance Committee.
- ▶ The budget must be presented to your Lodge at your AGM for member approval.

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Thank you so much for attending!

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Any questions or comments?