



## **LODGE TREASURER'S GUIDE**

**Canadian Royal Purple Society Mission Statement:**

*To provide like-minded people a forum-to come  
together to make a difference in their  
community*

**Canadian Royal Purple Society Vision Statement:**

*To be fun-Loving, Dynamic, Dedicated  
Volunteers  
Helping Children and our Communities*

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## **TREASURER POSITION DUTIES/RESPONSIBILITIES/GUIDELINES**

### **A. Duties and Responsibilities:**

1. Member of the Lodge Executive Committee.
2. Complete any business necessary before the opening of the meeting.
3. Provide Finance Committee with any information that would be helpful to them in preparing the Budget. Will be an Ex Officio member of the Finance Committee.
4. Advise the President if you are unable to attend a meeting.
5. Following initiation of new member(s), forward Class A forms and applicable fees to the National Office, if serving as Secretary/Treasurer.

### **B. Membership Fees:**

1. Receive Members' fees and issue a membership card, signed by the President and Treasurer.
2. Inform the Secretary of all Members who have not paid their dues.
3. Forward all membership Fees to the National Office in January or as paid in concert with the secretary's yearend forms to the National Office.

### **C. Reports:**

1. Present the Treasurer's Report on all receipts and expenditures and give the bank balance at every meeting.

### **D. Financial Review**

- E. In consultation with the Lodge Finance Chairman, a date will be set for the review of all books, as per Lodge Bylaws. The treasurer may attend this meeting but not participate in the review.

### **F. Banks and Cheques:**

1. Make all bank deposits.
2. Issue all cheques.
3. Ensure provision has been made for bills to be paid during the Lodge's recess.
4. Bank reconciliation must be completed each month, either shown on your books, or on the back of the bank statement.
5. Provide a list of Lodge bank accounts to the Finance Committee for the internal review. Should include Name and Address of Bank, Account Number and type of account.

**G. Financial Records:**

1. Financial records are to be filed and kept for a 7 year period, including all ledgers, bills, receipts, deposit books, bank statements with cancelled cheques and Receipts of Session.
2. Gaming laws are becoming increasingly strict so be sure to keep accurate records and a paper trail for all entries.

**H. Miscellaneous:**

1. Keep a copy of the budget handy for reference.
2. Record all donations made each month.
3. If you collect Provincial and GST taxes, keep a record handy for the Tax Department, as they can call for an audit anytime.
4. Serve on such committees as determined by the President.
5. Advise the President if you are unable to attend a meeting.

**Fee Schedule:**

Lodges do not submit a National Registration for Past National Presidents (Life Members of National Executive) or National Life Members.

For Members who have been given a National Life Membership before August 1, 1992, the Lodge will submit \$25./member.

For all other Members on the Membership roll, the Lodge submits the current National registration as set by the Members at Convention.

No refunds are issued for anyone leaving CRPS.

New member fees are sent to the National Office along with the Class 'A' membership form, "Lodge Report on Member Changes form", and are effective the date the members are initiated. These fees will be calculated by referring to the fee schedule provided by the National Office.

Additions and deletions to a Lodge's Membership roll are obtained through the Lodge Report on Member Change Form. Information provided on these Reports is used to complete statistics for the National Office and Provincial Associations.

## Schedule of Membership Fees for New Members

When a Member joins the Canadian Royal Purple the Lodge **immediately** submits a Membership Fee to the National Office along with the Member's Class A Application Form. The Annual Membership Fee is based on a person becoming a Member during any time of the month.

This fee also includes the Class C (Provincial) Membership Fee.

The Lodge submits:

- \$ 60.00 - if a person joins in January
- \$ 55.60 - if a person joins in February
- \$ 51.00 - if a person joins in March
- \$ 46.40 - if a person joins in April
- \$ 41.80 - if a person joins in May
- \$ 37.20 - if a person joins in June
- \$ 32.60 - if a person joins in July
- \$ 28.00 - if a person joins in August
- \$ 23.40 - if a person joins in September
- \$ 18.80 - if a person joins in October
- \$ 14.20 - if a person joins in November
- \$ 9.60 - if a person joins in December

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