

CCSAC – Role of the Treasurer

The Centretown Churches Social Action Committee (CCSAC) is a federally incorporated nonprofit corporation. CCSAC is registered as a charity with the Canada Revenue Agency. Its Board of Directors are representatives of member churches in Central Ottawa. CCSAC's Officers - Chair, Vice Chair, Treasurer and Secretaries - are from among its Directors.

CCSAC's principal operation is the Centretown Emergency Food Centre (CEFC) located in Centretown United Church at 507 Bank Street. CEFC annually distributes food with an approximate retail value of \$600K to people in need. CEFC is seeing an upsurge of demand post-pandemic and handled approximately 8000 visits in 2022. While CCSAC is legally responsible for the CEFC, its day-t-day operations are supervised by a paid manager and Management Committee (which includes a treasurer responsible for managing CEFC's finances).

The CCSAC Treasurer's Role

The treasurer's role is general management of CCSAC's finances including developing the annual budget, maintaining financial records, banking, preparing financial reports and providing oversight of revenues and expenses. The key functions are identified below.

Operations consist essentially of the receipt of contributions from Member Churches and individuals (mainly via CanadaHelps) and the payment of various expenses. These include auditors' fees, small contributions made under a community outreach program, website hosting fees and a financial software subscription. The number of annual transactions small.

In addition to keeping the books the Treasurer does the banking, prepares cheques for expenditures and transfers to CEFC, prepares and submits semi-annually the claim for the HST Rebate for CCSAC and CEFC. The Treasurer attends CCSAC Board Meetings and the Annual General Meeting.

The Treasurer prepares the Consolidated Financial Statements from figures from CCSAC and CEFC and liaises with the Auditor. The Treasurer prepares quarterly updates on contributions from Member Churches and quarterly financial statements for CCSAC. Funds arising from donations paid through CanadaHelps are transferred quarterly to the Centretown Emergency Food Centre.

CCSAC's accounts are currently kept on a SAGE software program. Church contributions are recorded on an Excel Spreadsheet.

The financial activities associated with the annual walkathon (CanadaHelps online donations, individual donations and generation of tax receipts) would be handled by a volunteer on the Walkathon Sub-Committee who would liaise regularly with the CCSAC Treasurer.

Skills and Experience

The Treasurer should be familiar with straightforward bookkeeping and financial statements, and be able to work with Sage and Excel spreadsheets.

The workload would be approximately two to four hours per month as well as attending the monthly CCSAC meetings (ten per year, no meetings in the summer).