

## **Finance Committee**

**Overview:** The Finance Committee of the Highland Community Curling Club oversees the financial management and reporting of the organization. Comprised of dedicated volunteers, this committee ensures the club's financial stability and transparency, enabling us to fulfill our mission and serve our members and community effectively.

### **Responsibilities:**

#### **Sponsorship Activities:**

- Coordinate sponsorship activities, including soliciting sponsorships, managing sponsor relationships, and ensuring sponsor recognition at club events and activities.

#### **BBQ/Silent Auction:**

- Organize and oversee fundraising events such as BBQs and silent auctions, including planning, promotion, and financial management of proceeds.

#### **Membership Records and Dues:**

- Manage the collection of membership dues, ensuring timely invoicing, payment processing, and accurate record-keeping.
- Maintain membership records for reporting purposes.

#### **Ice Rental:**

- Administer ice rental agreements and invoicing for external groups or individuals renting the club's facilities for private events or practices.

#### **Learn to Curl:**

- Oversee financial aspects of Learn to Curl programs, including registration fees, instructor payments, and equipment expenses.

#### **Bonspiel/Closing Dinner:**

- Coordinate financial aspects of bonspiels and closing dinners, including registration fees, catering expenses, and prize distributions.

#### **Jacket/Jewel Events:**

- Handle orders and payments for club jackets, pins, or other recognition items for members.

#### **Members Skills:**

- Organize and facilitate member skill development programs or clinics, including registration fees and instructor payments.

#### **Interclub Spiel:**

- Manage finances related to interclub competitions, including entry fees, transportation costs, and hospitality expenses.

**Other Financial Reconciliation:**

- Conduct regular reconciliation of club finances, ensuring accuracy and integrity of financial records.

**Paying AP Invoices:**

- Process and authorize payment of accounts payable invoices, verifying accuracy and adherence to budgetary guidelines.

**Preparing Cash Details:**

- Prepare detailed cash summaries and reports for club activities and events, documenting revenue, expenses, and cash flow.

**Travelling to HCC/PO Box/Going to Bank:**

- Handle physical logistics such as collecting mail from the club's PO box, visiting the bank for deposits or withdrawals, and attending in-person meetings as needed.

**Emails/Meetings/Scanning Invoices:**

- Respond to financial inquiries via email, participate in committee meetings to discuss financial matters, and manage electronic documentation of invoices and financial records.

**Accounting Entry & Reconciling:**

- Enter financial transactions into accounting software, reconcile bank statements, and ensure accuracy of financial data.

**Authorizing Invoices & Entering Data:**

- Review and authorize invoices for payment, enter invoice data into financial systems, and maintain records of expenditures.

**Sponsorship Entering Data:**

- Record sponsorship agreements and payments in financial systems, tracking sponsorship revenue and fulfillment.

**Ice Rental Invoicing & Entering Data:**

- Generate invoices for ice rental agreements, record rental income, and update financial records accordingly.

**Audit Work:**

- Assist with audit preparations, providing documentation and support as needed for external auditors or review committees.

**Report Write-Up:**

- Prepare financial reports and summaries for board meetings, annual general meetings, or other stakeholders, highlighting key financial metrics and trends.

**National Sport Trust Fund Management:**

- Manage contributions to and disbursements from the National Sport Trust Fund, ensuring compliance with regulations and reporting requirements.

**Qualifications:**

- Strong financial acumen with experience in accounting, finance, bookkeeping, or related fields preferred.
- Excellent organizational and time management skills with the ability to prioritize and multitask effectively.
- Proficiency in financial software and tools with the capacity to learn new systems as needed.
- Strong communication and interpersonal abilities with a collaborative and team-oriented approach.
- Dedication to the values and mission of the Highland Community Curling Club with a passion for supporting our club's financial health and sustainability.

*Time Commitment:* The role of Finance Committee Chairperson typically requires a large commitment of hours per month, including attendance at committee meetings, financial management tasks, and communication with stakeholders. Consistent engagement and proactive leadership are essential to fulfilling the responsibilities of the role.