Greg's rough description of the CUPE 4163 Treasurer Position

Here's the description from our website:

> CUPE 4163 has an annual budget of over $450,000 and the Treasurer manages this budget. They are essentially the Local's book-keeper. This includes using Quickbooks to record all transactions; calculating and paying per capita payments to CUPE National, CUPE BC, and the Victoria Labour Council; writing cheques to pay for any Local expenses; and managing the Local's credit card. The Local also has one Member Advocate on staff and two paid executive positions; the Treasurer is responsible for ensuring that these people are paid regularly; calculating and remitting payroll taxes; remitting RRSP payments for the paid staff; and filling out and issuing T4s every year. They also prepare, with the aid of the Finance Committee, the yearly budget and present it to the membership at the Semi Annual General Meeting. They also report on the Local's finances at each Executive meeting.
>
> The Secretary-Treasurer is a paid position. Wages are based on 22 hours a month, starting at Step 1 of the Component Two Regular Teacher pay scale, and moving up one step every January 1. The Treasurer must be bondable

Here's my translation:

Day to day stuff

Paying bills

- could be via cheque, but more often than not via e-transfer
- a lot of them (software subscriptions Zoom subscription tec) are paid automatically via credit card

Updating Quickbooks

- once you get used to it, not too bad. Easy to find how tos online (and of course I can help)
- this involves recording dues deposits from the University and other transactions

Monthly

Calculating & Paying per capitas

-we pay dues to CUPE 4163; out of those dues, a percentage - the per capita - is paid to CUPE National and to CUPE BC. That has to be calculated every month - but there's a handy spreadsheet that does a lot of the work

Melissa's Pension payment

- already calculated, just cutting a cheque

Receiver General

-paying the payroll taxes (tax, CPP, EI) for Melissa and Trez
-calculated in a spreadsheet

Doing bank reconciliations in Quickbooks

- making sure the bank statement matches what happened in Quickbooks (or vice versa)
- usually takes maybe 30 minutes, as it's literally checking off transactions in quickbooks as they appear in the bank statement

Paying and entering credit card payment in quickbooks

- pay the credit card bill (online)
-enter it in quickbooks (that includes- entering all teh credit card transactions)

YEARLY

FEBRUARY

Do T4s for Melissa and Treasurer

-usually not a big task =- it's basically filling in boxes with numbers we already have (Treasurer T4 is especially easy)

SEPTEMBER

- put together yearly budget

- done with finance committee
-our budget doesn't change that much from year to year, especially as a lot of it is predetermined (the per capitas are a big expense and are a % of dues; a lot of line items in the budget are for Melissa - they're part of her collective agreement, so pre-set; etc)

OCTOBER

Trustees audit of the union 's books

- a day long affair (well, 4-5 hours)(you get booked off from work if need be)
- the job here is just being prepared - having the books up to date, having all the expense forms etc ready for the Trustees, and being there to answer questions

DECEMBER

Updating the Summary of Wages spreadsheet

-this spreadsheet calculates pay for Melissa and Trez

- update wage, update Tax, CPP, & EI deduction (CRA has an easy to use calculator on its website that generates a handy sheet)
-this is then used to to calculate the automatic pay deposits with the credit union