



MANITOBA CRICKET ASSOCIATION INC.

145 Pacific Avenue, Winnipeg, Manitoba R3B 2Z6
Telephone (204) 925-5672 • Fax (204) 925-5703
MCA Website: www.cricket.mb.ca
Email: manitobacricket@shawbiz.ca

Treasurer – Roles and Responsibilities

The Treasurer is responsible for the financial stewardship of the Manitoba Cricket Association (MCA) and ensures that all financial activities are conducted in accordance with the MCA By-Laws, approved policies, Board resolutions, and accepted accounting standards.

Financial Records & Controls

Maintain accurate and complete financial records of the Association, including:

- General ledger, bank records, invoices, receipts, and supporting documentation
- Ensure proper financial controls, transparency, and accountability are maintained at all times.

Financial Management & Oversight

- Work directly and collaboratively with the Executive Director and President on all financial matters of the Association.
- Review, verify, and approve all expenses in accordance with the Board-approved budget and financial policies.
- Ensure expenditures are authorized, reasonable, and properly documented prior to payment.

Budgeting & Planning

- Develop the annual operating and capital budgets of the Association in collaboration with the Board of Directors and the Executive Director.
- Present draft budgets, revisions, and financial recommendations to the Board for review and approval.
- Monitor budget performance and report variances to the Board.

Reporting & Accountability

- Prepare and submit quarterly financial reports to the Board of Directors, including:
 - Income and expense statements
 - Balance sheet and cash flow summaries
- Provide financial updates as requested by the Board or President.

Audit & AGM Responsibilities

- Work with the appointed auditor or external accountant to ensure the timely preparation of audited financial statements.
- Ensure audited financial reports are completed and presented to members at the Annual General Meeting (AGM), as required by the MCA By-Laws.

Banking & Signing Authority

- Verify invoices and supporting documentation prior to payment.
- Sign all cheques and financial instruments of the Association, in accordance with signing authority policies and By-Laws.
- Ensure dual-signature and segregation-of-duty requirements are followed.

Compliance & Ethics

- Ensure compliance with:
 - MCA By-Laws and financial policies
 - Sport Manitoba funding and reporting requirements
 - Applicable financial and legal regulations
- Act in the best fiduciary interest of the Association at all times.

General Duties

- Perform other financial duties as assigned by the Board of Directors, consistent with the role.