



**Association Prématornelle Les Bouts d'Choux
French Immersion Preschool**

P.O Box 32167 Mill Woods RPO, Edmonton, AB T6K 4C2
Located in École Frère Antoine School
2850 Mill Woods Road Edmonton, AB T6K 4A1

Assistant Treasurer

Responsibilities:

- Attend all board meetings
- Collect tuition cheques from registrar or teaching staff from safe within classroom, ensure cheques are filled out properly
- Fill out deposit slips, take tuition cheques to ATB Financial on the 1st of every month for deposit
- Deposit any monies or cheques taken in throughout the month (outside of tuition cheques i.e. NSF tuition payments)
- Process and submit monthly subsidies with Alberta Children Services, includes monthly submission of subsidy tuition and attendance hours of eligible students
- Relay monthly subsidy payments to Treasurer to draw up cheques
- Send monthly report to the Treasurer with deposit details for their records
- Handle NSF fees and policies (contacting parents when payment has been returned NSF, arrange payment of tuition in cash + \$30 NSF fee with teaching staff)
- Assist Treasurer with any duties required
- Police Criminal Records Check is required (preschool will reimburse expense)

In-depth descriptions of duties have been included in this binder from the previous Asst. Treasurer.

Please refer to the Board Handbook for details on meetings, policies/procedures, and bylaws.

A preschool yearly timeline has been included outlining monthly action items.

Digital files with templates and example copies will be given at June turnover meeting.