

**TREASURER TRAINING**  
**2017 - 2018**  
***Financial Management Training***  
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This training opportunity is perfect for both new and experienced Unit & District Treasurers...

*You have a choice of 2 dates in the Fall...*

**Saturday, September 23** (afternoon) *\*register by September 18*

*Or...*

**Saturday, October 21** (afternoon) *\*register by October 16*

We will cover everything you need to know to be confident in your 'Treasurer' position including...

- your role (*Unit &/or District*)
- review of financial record keeping basics
- the importance of budgets!
- GST posting on camping fees & events
- tips and tricks to keep track of cookies and get paid on time
- how to record, report & claim GST rebates
- Children's Art tax credit
- how to deal with the banks
- how clear and concise communication skills can get you what you want

Please register by the deadline to ensure your space at this valuable training!

**DISTRICT TREASURERS**

*Please bring your current 'District Financial Procedures' ...*

Please let us know if you are a Unit Treasurer or a District Treasurer...?

*Location – Highlands United Church, Edgemont Blvd, North Van*

*Further details (exact times, room #, parking, what to where/what to bring) will be provided 10 days before the training date*