

## Treasurer

### Anglican Diocesan Centre Corporation (ADCC)

ADCC owns the property at the corner of College Street and Cathedral Lane, Halifax, on which is located Parkland at the Gardens (Shannex), under a 75-year Land Lease with Shannex. ADCC has a Sub-lease for office and meeting room space in the building. ADCC rents the sub-leased premises to the Anglican Diocese of Nova Scotia and Prince Edward Island (DNSPEI) and the Cathedral Church of All Saints (CCAS).

ADCC is tasked with managing the Land Lease and the Sub-lease as well as care and maintenance of the portion of the building covered by the Sub-lease. ADCC consists of 14 Members - 4 each appointed by DNSPEI, CCAS and The Dean and Chapter of CCAS, plus the Bishop of DNSPEI and Dean of CCAS. The members meet annually to elect officers and appoint members of the Committee of Management (COM). This Committee usually meets monthly and is charged with managing the day-to day operations of the Corporation.

The Treasurer is appointed a Member of the Corporation, elected as an officer and serves as a member of the COM.

As well as attending the Annual and monthly meetings, the treasurer is responsible for the following:

- 1) All accounting functions of the Corporation
- 2) Filing Quarterly HST Returns and the Registered Charity Tax Return (No donations are received)
- 3) Providing the appointed Auditor with all necessary information to complete the Audited Financial Statements
- 4) Providing Monthly Financial Statements to the COM
- 5) Preparing the annual budget for the Corporation and rental charges for the year
- 6) Ensuring the timely receipt of the annual Land Lease payment
- 7) As a portion of the monthly Sub-lease payment is tied to the annual change in the CPI, annually calculate the payments for the coming year and confirm with Shannex

This is a volunteer position and it is estimated this work would average 2-3 hours per week, plus meeting times.

For further information, please contact the current Treasurer.

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