



The Ignatius Jesuit Centre of Guelph
5420 Highway 6 North,
Guelph
Ontario N1H 6J2

May 23, 2018

The Julien Project is a community -based charitable organization that provides social and therapeutic gardening opportunities for people of diverse backgrounds and abilities enabling personal growth, community membership and environmental well-being.

Since 2006 the Julien Project has successfully delivered therapeutic gardening programs and urban agricultural skill development workshops on the farmland at the Ignatius Jesuit Centre. Programs include marginalized student populations, and referred individuals from the mental health community. Staff include Registered Horticultural Therapists, Horticultural Therapy Intern, Horticultural instructor, practicum students from the University of Guelph and volunteers. See www.thejulienproject.org for more information.

Recently the Julien Project has received a national funding recognition from Bell “Let’s Talk” that will support expanded programs in 2019, for mental health participants specifically suffering from the effects of trauma.

Request: We are in need of a treasurer for our board at this time.

We are an operational board that meets 8 to 9 times annually. Monthly meetings are held except for Dec., July and Aug. Our year end is March 31. There is no requirement to sit on additional committees at this time.

Treasurer Role Description

Treasurer:

- Report to CRA annual income tax in collaboration with the accounting firm RIB as necessary
- Report to CRA other information as required annually
- Coordinate with Ignatius Jesuit Centre book keeper & RIB accounting firm, the yearly audit Letter to Reader
- Reporting financials at board meetings as provided by the Ignatius book keeper
- Responsible for bank deposits, collecting all invoices and receipts from the program manager
- Responsible for co-signing payment cheques
- Responsible for preparing annual tax receipts to donors.
- Attend special events that support for the Julien Project
- Attend monthly meetings approx. 2hrs monthly
- Assist as support for grant applications with financial information as necessary
- Commitment minimum 2 years