**Treasurer**

The treasurer oversees the financial administration of your club and society and reports to your committee. He/she is responsible for the group's finances, making sure they are clearly accounted for and that all reporting requirements are met. This means ensuring the club is currently in a healthy financial state, and also assuring its ongoing viability.

The treasurer's tasks may include:

* Ensuring that the finances of the society are managed appropriately
* Making recommendations to the committee about income and expenditure, investments and debts
* Keeping records of all incoming and outgoing payments
* Reviewing the annual statement of financial performance (profit and loss) and statement of financial position (balance sheet)
* Where applicable ensuring that the annual audit process is undertaken in a timely fashion according to legal requirements
* Providing regular financial statements to the committee and providing explanations where required
* Where applicable drawing up the annual budget in consultation with the committee and members
* Paying bills
* Managing the petty cash