

Purpose

The Treasurer is the chief financial management officer. This role is responsible for keeping track of club money, membership fees, event fees, expenses, paying bills, etc. The Treasurer writes an annual Financial Report which is given is presented in written form at the club AGM. The Financial report includes all the financial transactions for the year (income and expenses) plus a profit/loss statement (the amount of money the club started and finished the year with).

Responsible To

The President of the club/society, as well as the members of the club/society.

Responsibilities and Duties

- Prepare a budget for the year ahead and monitor predicted expenses against actual expenses. *It is worth checking how the budget is tracking each month so adjustments can be made if necessary. Predicted spending should be discussed at club meetings and approval sought from members present.*
- Keep a record of expenses (with receipts) and income: this will be put in the Annual Financial Report.
- Give a Treasurers Report at each meeting: This is a summary of the current financial situation of the club. It can include expenses, incomes and if they are what was expected/budget for. Make sure that financial records are available at each meeting for members to see / ask questions.
- Collect and document membership fees, banking any cash and provide evidence it has been banked.
- Pay all bills before the due date.
- Be a signatory on the club/societies bank account.
- Maintain the Asset Register for the club (a list of equipment owned by the club).
- Create and manage budgets for events and ongoing running costs.

Knowledge and Skills Required

- Able to allocate regular time periods to maintain the account records.
- Able to keep good records, including budgeting.
- Able to work in a logical orderly manner.
- Aware of information, which needs to be kept for the Annual Financial Report.