



BUSINESS AFFAIRS

The Role of the Treasurer

The attributes of an effective Treasurer include:

- well organised;
- able to allocate regular time periods to maintain the books;
- able to keep good records;
- able to work in a logical orderly manner;
- be aware of information needing to be kept for the annual audit.

The duties of the Treasurer should be stated in the association's constitution. **The usual duties of a Treasurer play a large and important role, which includes:**

- Monitoring cash flow;
- Preparation of budget;
- Liaising with Manager or Bookkeeper;
- Usually one of at least two cheque signatories;
- Responsible for all receipts and ensuring all funds are paid into the associations bank account;
- Responsible for making all payments, but only with the authority of a general meeting or the committee;
- Ensuring accounting records;
 - Are correctly recorded and that all transactions are clearly explained;
 - Provide a true and fair view of the accounts;
 - Can be easily audited;
 - Are retained for 7 years.
- Provision of a report to each management committee meeting or whenever directed to do so by the Chairperson/President. This includes:
 - Cash receipts;
 - Payments for approval;
 - Funds held at the bank;
 - Assets held by the association;
 - Financial position of the association.
- Provision of information and financial statements to the auditor for audit.
- Ensuring record-keeping / reporting is carried out within the required timeframe.

For further information contact Business Affairs phone (08) 8999 1314

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