



ROLE DESCRIPTION

TREASURER

The main role of the Treasurer is to ensure that clear and accurate financial records are maintained and that all funds are accounted for. It is not essential to have accountancy qualifications, however, it is desirable that the Treasurer be familiar with bookkeeping and banking procedures.

The role of the Treasurer can be summarised as follows:

- 1 Ensure that processes are in place for the handling of all Club funds in order to minimise risk of loss or theft.
- 2 Ensure that the Club has a bank account(s).
- 3 A by-law and/or standing resolution may authorise the Treasurer and one other delegated officer, appointed by the Management Committee, to use electronic funds transfers (EFT) for Club accounts.
- 4 Arrange payment of capitation fees to PSPL by 30 April each year.
- 5 Prepare and submit a financial report for all Committee meetings, General Meetings and Annual General Meetings.
- 6 Prepare a budget each year giving consideration to the annual financial commitments and the Club's existing financial position and recommend the amount of the Club's annual membership subscription.
- 7 Collect all Club funds and issue receipts in accordance with Club protocol.
- 8 Ensure Club funds are banked within two working days to comply with insurance requirements.
- 9 The Secretary or the Treasurer may be authorised to be responsible for the security and safe custody of the Club's petty cash.
- 10 Pay all accounts by EFT facility. Small accounts can also be paid using petty cash with appropriate supporting documentation.



- 11 Reconcile bank accounts monthly.
- 12 Submit financial records for auditing if required by the Club's constitution.
- 13 Arrange the update of bank signatories after the Annual General Meeting (and at any other time during the year should there be a change of signatories for any reason).
- 14 Maintain a register of Club assets.
- 15 Prepare guidelines detailing what items of expenditure incurred by officers may be considered for reimbursement.
- 16 Be aware of government concessions and taxation requirements for a Proboscidea Club and ensure that these are complied with.
- 17 Before vacating office, brief his/her successor on the role of the Treasurer and any outstanding matters and hand over all records.
- 18 If required, the Management Committee may, in accordance with the Club's constitution and standing resolutions, seek approval of the membership to appoint (not normally elect) an assistant Treasurer. Subject to the Club's standing resolutions, an assistant to the elected Treasurer does not normally have voting rights. However, if the assistant is acting for the Treasurer in his/her absence then the assistant may have one vote representing the elected Treasurer