



Treasurer

The Treasurer is the chief financial management officer for the _____ club/group.

Responsible To

The Treasurer is directly responsible to the President of _____ and members of _____.

The Treasurer may chair the Finance Committee at larger clubs/groups or associations.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills.

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- 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
- Aware of information, which is needed to be kept for the annual audit.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer of _____ is _____ hours per week.

The time commitment required as the Treasurer of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Treasurer to spend only a half hour week or larger clubs two per week on club/group related duties.