

THE ROLE OF THE TREASURER

The role of the treasurer is to **empower the committee** to manage the financial affairs of the club.

THE MONEY MANAGER

THE TREASURER HAS GENERAL FINANCIAL OVERSIGHT

This **does not mean** they are responsible for all the revenue generating activities of the club.

The treasurer should account for the money received, spent and invested by the club.

KEY RESPONSIBILITIES OF THE TREASURER INCLUDE:



RECORD KEEPING

Provide relevant financial information to members and the student association as requested, to ensure members clearly understand the allocation of the club's funds.



BUDGETING

Prepare the club's budget and monitor income and expenditure against budget forecasts to ensure future financial stability and growth.



REPORTING

Provide reports at meetings as required under the club's constitution.



POLICIES

Have a good working knowledge of the club's constitution, rules and policies.

Reports and record keeping documentation:

- Books of account
- Copies of all invoices and receipts
- Statement of Income and Expenses
- Profit and Loss Statement
- Asset Register