



Proudly sponsored by Tassal



Committee Position Description

Treasurer

The Treasurer shall be responsible for:

- a. Maintaining accounting journals to accurately record all Centre income and expenditure.
- b. Publishing/reporting on a monthly basis a summary of the accounting activity, including the bank balance.
- c. With the other members of the Executive Committee, conducting a current account with suitable Financial Institution for the purpose of the payment of any of the authorised outgoings of the Centre.
- d. Assisting the Register with the receipt of all registration moneys and remittance of all fees due to the Association.
- e. Preparing an annual budget.
- f. Keeping a true account of all assets and liabilities.
- g. Paying all accounts, after a motion has been passed to authorise payment on each and every amount and preparing invoices for payment as needed.
- h. Being a signatory on the cheque and electronic account.
- i. Obtaining and renewing insurance coverage for all Centre property, equipment etc.
- j. Liaising with Financial Institutions from time to time to place any surplus funds into an appropriate investment