

Treasurer

To ensure that a financial management and reporting system is put in place and operable so the Association committee has an accurate understanding of the financial status of the Association at all times.

Responsibilities

- Prepare budget, to reflect income and expenditure of the Association for presentation at the first meeting of the year.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the Board
- accounts payments
- Ensure all taxation commitments are met by the Association.
- Ensure the Association finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Be one of several signatories – two on each Association cheque.
- Monitor sponsorship funds.
- Attend Association committee meetings.
- The Treasurer is accountable to the President and Board.
- The Treasurer shall seek ratification from the Board of a Association budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approved.