

POSITION STATEMENTS FOR ASSOCIATION COMMITTEE TREASURER

Objective: As a member of the Association Committee, the Treasurer is responsible for managing the income and expenditure of the Association and providing financial information to SA Area Service Committee.

Pay all invoices and reimburse all members expenses on production of receipts. There must be 2 signatures of the authorised bank signatories on each cheque.

Issue receipts for all monies received in the name of the Association from District Reps, Literature Coordinator, Group Reps, "Birthday Plan" and other donations, Spring Fair receipts etc. and bank promptly.

Attend the Spring Fair fundraising event to provide floats for stalls, collect moneys from stalls periodically, then bank all moneys promptly and to provide a record for SA Area Service Committee and members the amounts raised from the event.

Keep clear and accurate accounts of all transactions. Prepare monthly reports of receipts and payments for the SA Area Service Committee meetings.

Carry out a monthly bank reconciliation to make sure that the Cheque Account bank statements and the financial records tally. Investigate and resolve any issues identified.

Prepare a projected income and expenditure budget for the coming year to present to SA Area Service Committee for discussion and approval.

Complete the quarterly BAS and the annual financial statements.

Attend the SA Area Service Committee meetings to report on the monthly income and expenses and comparison with the budget, highlighting any matters that need to be considered by the Committee. Pay those members who attend their fare money and ask them to sign for it.

Arrange to pay the Petty Cash floats for the Office expenses and Public Information expenses to be replenished by cheque at the request of the coordinators. Receive monthly reports on their expenditure against the floats.

Put notices in the Newsletter periodically to advise members of the Birthday Plan, wording for bequests and information regarding the need to bank Group funds promptly or asking for Tradition 7 donations to be increased.

Organise all files generated each year and save in electronic format. At the start of each year transfer a copy of the previous years' files to the Office Computer for storage.

August 2016