CLUB ADMINISTRATION ROLES

TREASURER

Responsibility for an organisation’s finances and maintaining and presenting financial records rests with the Treasurer, who occupies an important position within the organisation. The task is an exacting one which, for the sake of both the organisation and the individual concerned, needs to be performed conscientiously and diligently. For the new Treasurer with no accounting experience, the task may seem daunting but need not be if accepted financial procedures are understood and followed carefully. While some bookkeeping experience is desirable, it is certainly not essential. A person with little previous accounting experience can often make a very effective treasurer.

The Treasurer’s role and responsibilities include:

♣Collection and receipt of all monies due to the organisation and payment of all outstanding accounts authorised by the organisation.

♣Maintenance of correct financial records, showing the financial affairs of the organisation with full details of all receipts and expenditure. These records should be accessible to the Members for inspection.

♣The procedures for operating the organisation’s banking accounts are usually documented in the rules or constitution.

♣Prepare a budget and monitor it carefully

♣Keep the Club’s books up to date.

♣Keep a proper record of all payments and money received.

♣Make sure accurate 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 (if rules require accounts to be audited).

The Treasurer’s role at a meeting

The chairperson calls on the treasurer for the regular financial report.

♣The chairperson asks for any discussion arising from the report: “The report is now open for discussion”.

♣A formal motion is needed for a list of all accounts for payment to be paid, as it is a legal requirement for audit (if Rules require an audit).

♣A formal motion is needed to adopt the report, “That the report be adopted”.