

ROLES & RESPONSIBILITIES

CLUB TREASURER

- To maintain the records of the Club's finances in a clear, accurate and compliant form.
- Ensure that processes are in place for the handling of all Club finances to minimize risk of loss or theft.
- Ensure that the Club has a bank account(s) which includes cheque or electronic transfer facilities.
- Be aware of Government concessions and taxation requirements for a Probus Club and ensure these are complied with.
- Maintain a register of Club assets.
- All cheque and electronic transfers require two signatures to effect transactions.
- Pay all accounts by non-negotiable cheque or by EFT facility.
- Oversee the collection of all Club funds and ensure that such funds are deposited, within two working days or as soon as possible, to comply with insurance requirements.
- Reconcile all bank accounts monthly.
- Prepare and submit a financial report for all Committee Meetings, General Meetings and Annual General Meetings.
- Treasurer has permission to reimburse regular and legitimate expenses. All other expenses incurred by Officers/Convenors must be approved by the Committee.
- Provide a list of new members and leavers to PSP with payments for capitation in April, May and June.
- Confirm current members list after final payment in June, with Membership Officer. Advise PSP if there are variations.

- Submit financial records for Auditing as required by the Club's Constitution.
- Prepare a budget each year giving consideration to the annual financial commitments.
- Recommend the amount of the Club's annual membership subscription for the coming year.
- Recommend the appointment of an Auditor to the membership at the AGM.
- Arrange the update of Bank signatories after the Annual General Meeting (and at any other time of the year should there be a change of signatories for any reason).
- Liaise with Online Activity Registration Officer to advise when payments are received.
- Before vacating office, brief his/her successor on the role of the Treasurer, any outstanding matters and hand over all records and documentation.
- Attend the monthly Committee Meeting.