

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 in order to minimize risk of loss or theft
- Ensure that the Club has a bank account(s) which includes cheque or electronic transfer facilities
- All cheque transactions require two signatures to effect transactions
- Arrange payment of Probus South Pacific fees in the form of Capitation fees and magazine subscriptions by 30th April each year
- Prepare and submit a financial report for all Committee Meetings, General Meetings and Annual General Meetings
- 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
- Oversea the collection of all Club funds and ensure that such funds are deposited within two working days to comply with insurance requirements
- Pay all accounts by non-negotiable cheque or by EFT facility
- Reconcile all bank accounts monthly
- Submit financial records for Auditing as required by the Club's Constitution

- 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)
- Maintain a register of Club assets
- Prepare guidelines detailing what items of expenditure incurred by Officers/Conveners may be considered for reimbursement
- Be aware of Government concessions and taxation requirements for a Probus Club and ensure that these are complied with
- Before vacating office, brief his/her successor on the role of the Treasurer and any outstanding matters and hand over all records.
- Attend the monthly Committee meeting.