



POSITION TITLE - TREASURER

Position title - Treasurer

Responsible to - The treasurer is accountable to the president and club members.

Objective - The treasurer is the person in charge of financial management of the GRCCC.

Duties;

- Attend Committee meetings
- Keep accurate records of all incoming and outgoing of cash/cheques.
- In a timely manner upon their receipt, bank, in the name of the Association; all monies received and pay all claims against the Club, only after they have been duly passed for payment by the Secretary. Accurately document all petty cash flow and filing all receipts.
- Make sure that the balance shown on the bank statements can be reconciled against the records held.
- Send out any invoices for monies owed to the Club
- Ensure the two signatures of the current Committee are lodged with the bank for signing of cheques. Other Committee members can be nominated as decided by the Committee. The Treasurer and either the President or the Secretary must sign all cheques.
- Provide a financial report to the Committee at meetings.
- Provide a financial report to the President and or any Committee Member upon request.
- Keep an accurate file of invoices and receipts received.

Reports to the AGM

- This must be a written report showing.
- Opening Balance for the year
- Total amount received, with a breakdown of the receipts.
- Total amount paid out, with a breakdown of the payments.
- Reconcile Bank Statements to the accounts book.
- Final Balance for the year.
- Satisfy members, through the auditor's report, that their funds have been managed honestly and effectively.

➤ Arrange for Independent Audit to be completed every 5 financial years.