

## **The Responsibilities of the Treasurer**

- To ensure the Association works to further its stated aims within the Constitution.
- To maintain a bank account in the name of the Association.
- To ensure that the Association's financial procedures are followed and that all payments are properly authorised.
- To pay money out as directed according to the Association's procedures and Constitution.
- To receive all money due to the Association and pay it into the bank account as soon as possible.
- To ensure that receipts are given for all monies received.
- To ensure that procedures are in place for non-payment and that such action is taken if required.
- To keep proper books recording financial transactions of the Association.
- To reconcile bank statements as they are received.
- To keep a satisfactory system of control of the Association's money.
- To make regular reports on the Association's finances to the committee at every meeting and to members.
- To produce the financial record books when required.
- To supply necessary information to the accountant, auditor and other relevant bodies.
- To look after the petty cash and make sure it is authorised and spent according to the correct procedures.
- To present the end of year draft statement of accounts to the committee.
- To present a statement of accounts of the previous financial year at the Annual General Meeting.
- To prepare a budget forecast based on the previous year's income and expenditure.

