

## THE TREASURER

The role of Treasurer is important; and while it is not essential to have accountancy qualifications it is desirable that the Treasurer at least be familiar with elementary bookkeeping and banking procedures. The duties are not onerous but they should be discharged conscientiously.

Should be consistent with the use of;

1. The Treasurer should be aware of government concessions and taxation requirements for a Probus Club and ensure that these are complied with.

2. Ensure that the club has a bank account with cheque facility and keep control of the cheque book.

Two signatories should sign all cheques, and there should be at least four signatories available; Example; President, Vice President, Secretary, Treasurer; as detailed in the Constitution, By-Laws or Standing Resolutions.

3. A Standing Resolution needs to be formally adopted by members to authorise the Treasurer and one other delegated officer, appointed by the Management Committee, to use Electronic Funds Transfers for payment of club accounts.

4. The Treasurer needs to work in conjunction with the Secretary to arrange payment for PSPL Annual Capitation Fees for members (ordinary, life and honorary) and clubs self assessed Non Member Fees – due following the Annual General Meeting; methods of payment include cheque or B-Pay. PSPL have issued each club with PSPL Biller Code and an individual B-Pay Reference number for club payments.

5. If required the Management Committee may seek approval of the membership to appoint (not elect) an assistant Treasurer at the Annual General Meeting. Such assistant to the elected Treasurer does not have voting rights. However, if the assistant is acting for the Treasurer in his/her absence then the assistant would have one vote representing the elected Treasurer. Such appointment and guidelines should be formally adopted as a By-Law or Standing Resolution.

6. If not included in the Constitution and if required the Management Committee may seek approval of the membership to approve the following By-Law or Standing Resolution; 'In the absence of the Treasurer a delegated officer, appointed by the Management Committee, shall be authorised to deposit all funds of the Association to the credit of the Association's account in the bank or other financial institution approved by the Committee'.

7. Attend all meetings of the Committee and submit a detailed monthly report; and present a summarised financial statement to the monthly general meeting. (If unavailable, arrange for deputy to present statement.)

8. The accuracy of the financial report is the responsibility of the Treasurer and it is the Treasurer that moves the motion to formally adopt the financial report for acceptance.

9. Prepare a budget each year, giving consideration to the annual financial commitments and the club's existing financial position, and recommend the amount of members annual subscription; consider inclusion of magazine subscription as part of the fee and recommend new member joining fee. NB – effective 1st April, 2011 all newly accredited clubs will have an 80% membership mandatory magazine subscription level. This Policy does not apply to clubs formed prior to this date.)

10. Collect annual subscriptions and issue receipts (Determine Club Protocol).

11. If a charge is made for tea/coffee at monthly meetings, the Treasurer or other delegated officer should collect money from members as they arrive.

12. Ensure club monies received are banked within two working days (to comply with insurance requirements).
13. Pay all accounts by non-negotiable cheque or if applicable use EFT facility. Small accounts/purchases can be also be paid using 'petty cash' with appropriate supporting documentation.
14. Reconcile cash book balance with Bank Statement and follow up on any unrepresented cheques.
15. Maintain close liaison with club Secretary and Membership Officer (and the Public Officer if the club is incorporated) in keeping register, attendance roll up to date; and also the financial status of members.
16. Close books at the end of the club's financial year, submit accounts for audit and prepare a report for the Annual General Meeting.
17. Arrange to update bank signatories after the Annual General Meeting (and at any other time during the year should there be a change of signatories for any reason).
18. Prepare a list of the club's assets including the following information:
  - Purchase or market value (include date of purchase)
  - Depreciated value (for inclusion in Annual Financial Statement)
  - Name of officer responsible for each item
19. Prepare guidelines detailing what items of expenditure incurred by officers may usually be considered for reimbursement.

The Treasurer or the Secretary may be authorised to be responsible for the secured safe custody of the Petty Cash. The Treasurer or Secretary therefore must be responsible to reconcile the Petty Cash Float. In conjunction with the Secretary arrange issue of petty cash funds for small outgoings, (such as printing and stationery, postage, telephone calls, morning tea expenses), and record in petty cash book.

Members incurring expenditure should submit itemised claims with receipts and should be reimbursed at each meeting.

Before vacating office at the end of your term, brief your successor on the Treasurer's duties and any Committee matters still pending or decisions still to be implemented; and hand over all records.