



POSITION: Treasurer and Assistant Treasurer

OVERVIEW

The Club Treasurer is accountable for and manages Club funds and Bank account.

The duties and responsibilities are to:

- Follow VIEW Guidelines (Club Handbook, Treasurer's Guide, VIEW Cashbook and Annual Audit Guidelines)
- Collect all joining fees and annual membership subscriptions , meal payments and other payments and deposit funds into Club Bank Account;
- Issue receipts for all money received (except meal payments);
- Maintain accurate membership and financial records, liaising with the Secretary.
- Keep accurate accounts of all monies received and expended by maintaining an accurate VIEW Cashbook (paper or electronic). Electronic cashbook is the preferred format for the VIEW Audit;
 - Reconcile VIEW Cashbook on monthly basis;
 - Keep all Bank Statements for calendar year;
 - Keep all financial documents including cheque butts, receipts, deposit butts, petty cash etc.
- Ensure all accounts are paid and contributions forwarded to The Smith Family as authorised by the Club members in a timely manner;
- Prepare and present a detailed Treasurer's report at each Club meeting;
- Submit the Club financial records for annual audit and respond to audit queries from VIEW National Office;
- Ensure Club financial records are kept for 7 years.

NOTE:

It is up to the Club Treasurer and Assistant Treasurer to allocate the tasks between them. However, both need to be familiar with the overall position description in the event of either being absent or unable to continue in the position.

Remember - everything discussed at a committee meeting is CONFIDENTIAL and stays in committee. It should not be reported outside the meeting except to the Zone and National Councillor if considered necessary by the committee.