



Probus Club of Holland Park Inc.

TREASURER: ROLE STATEMENT

JOB DESCRIPTION AND PRIMARY DUTIES

The main role of the Treasurer is to ensure that clear and accurate financial records are maintained and that all funds are accounted for. It is not essential to have accountancy qualifications. However, it is desirable that the Treasurer be familiar with bookkeeping and banking procedures.

The role of the Treasurer can be summarised as follows:

1. Ensure that processes are in place for the handling of all Club funds in order to minimise risk of loss or theft.
2. Ensure that payments are approved or ratified by the Management Committee.
3. Ensure that the Club has a bank account(s) which may include cheque or electronic transfer facilities.
4. Arrange payment of annual fees to PSPL by 30 April each year, as well as additional pro-rata payments throughout the year.
5. Prepare and submit a financial report for all Committee meetings, General Meetings and Annual General Meetings.
6. Prepare a budget each year giving consideration to the annual financial commitments and the Club's existing financial position, and recommend the amount of the Club's annual membership subscription.
7. Collect all Club funds and issue receipts.
8. Ensure Club funds are suitably banked.
9. Reconcile bank accounts monthly.
10. Arrange the update of bank signatories after the Annual General Meeting.
11. Maintain a register of Club assets.
12. Maintain Tyro machine and all related monetary transfers/fees etc.