



July 2009

THE TREASURER AND THE MODEL CLUB CONSTITUTION

Purpose of the Treasurer:

The Treasurer's role is primarily financial, with key responsibility for ensuring and maintaining the credit balance and accounts of the club in good order.

Responsibilities of the Treasurer:

These include -

- As per the club constitution to be one of the signatories on the club's bank account
- Preparing accounts each year. The accounts must comprise of a minimum of a balance sheet and a profit and loss account. After they are closed, the accounts must be examined in good time for copies to be sent out with the agenda for the A.G.M. for approval by members at that meeting. The examiner shall be an independent person (i.e. not a member of the committee nor related to a committee member)
- Banking, in an account approved by the Committee, without delay, in the club's name, all monies received.
- Ensuring that club monies are used solely for club purposes.
- Ensuring that accounts and fees are paid promptly.
- Being personally responsible for ensuring the club complies with tax laws.
- Acting on behalf of the Committee with regard to financial matters, by providing them with statements, figures and balances at every Committee meeting.