

The Treasurer

Last updated: 1 April 2025

Background

The main responsibilities of a treasurer are to oversee the financial administration of the organisation, review procedures and financial reporting, advise the board on financial strategy, and advise on fundraising. Insurance and asset management may also be included.

They are expected to act in the best interest of members, always. This can be an elected (by the members) or nominated position (by committee members). This will be detailed in the Club Constitution along with details about the length of tenure and voting rights.

Responsibilities

The general duties of the Treasurer may include, but are certainly not limited to the following:

- Budgeting: creating and monitoring budgets
- Financial reporting: prepare and present regular financial reports, including income and expenses, and profit and loss statements.
- Cash flow: Ensure there is enough cash to make financial obligations.
- Asset management: Manage the clubs' assets and ensure they are well recorded and maintained, and replacement funds are available.
- Fundraising management: Involvement with fund raising strategies and sponsorship in conjunction with others
- Financial policies/controls: Ensure financial policies and procedures are in place and are adhered to.
- Be one of two bank signatories.

Delivery

Day to day: Keep up to date records and audit trail for all transactions
 Manage systems to protect against fraud and theft

Monthly: Compliance with tax regulations (GST, payroll, income tax)
 Report to committee against budget

Annually: Prepare accounts for AGM
 Review internal process
 Prepare budget

Skills and Competencies

- Basic understanding of accounting
- Working knowledge of the laws governing the organisations operation
- Ability to explain financial jargon

Resources

[Community Net](#)

[Australian Institute of Community Directors](#)

[15 key responsibilities of a Not for Profit Treasurer NZ](#)