



How to be an Efficient Treasurer

The role of the Treasurer

The basic function of the treasurer is to take responsibility for financial management of the organisation. Financial information can be used by workers, funding agencies and management to assess that the finances are being used efficiently and effectively to meet the aims of the organisation.

This includes:

- *Planning finances*
- *Setting up accounts on behalf of the organisation*
- *Preparing the annual and other budgets*
- *Ensuring adequate records are kept, including all receipts and payments and any money received is receipted and banked promptly*
- *Signs cheques on behalf of the organisation (**at least one other person should co-sign the cheques**) This needs to be arranged with your bank.*
- *Ensuring cheque books and cash are kept under lock and key*
- **No blank cheques are to be pre-signed**
- *Taking reasonable steps to ensure funds are not misused or stolen*
- *Taking overall responsibility for the financial management of the organisation*
- *Prepares and presents monthly financial reports for management meetings*
- *Prepares accounts for auditing and provides information for the auditor as required (usually annually or as stated in constitution)*
- *Ensures adequate written records and written reports are available for the incoming treasurer so that they can maintain proper continuity*

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