



School Library Association OF NEW SOUTH WALES

Role Statement: Treasurer

The Treasurer maintains a watching brief over all aspects of financial management, working closely with other members of the Executive Committee to safeguard the organisation's finances.

It is important to note that although the Treasurer ensures that these responsibilities are met, some of the work may be delegated to paid staff or volunteers.

The treasurer is required to:

1. prepare an annual budget, in consultation with the President and Vice Presidents, projecting income and expenditure for the financial year of the Association;
2. maintain an accurate record of all receipts and expenditure of the Association in appropriate file format;
3. process monies received, including membership subscriptions and event registrations paid to the Association, through the management software of the Association and issue receipts in the name of the Association within 5 working days of receipt;
4. pay all accounts by the Association in a timely manner;
5. ensure payments of amounts greater than \$250 are authorised by the Committee;
6. ensure that all invoices and payments are approved by two signatories from the Executive Committee, who include the President, Vice Presidents, Treasurer, and Secretary;
7. prepare and present a written financial statement for each Management Committee Meeting;
8. prepare financial statements for presentation at the Annual General Meeting;
9. prepare and lodge financial statements with the Department of Fair Trading as required by the *Associations Incorporation Act 2009*; and
10. ensure handover of all relevant information and documents to the incoming treasurer.