



Whittlesea Community House Inc

POSITION DESCRIPTION

TREASURER

The Treasurer is a member of the Committee of Management who has an overview of the financial status of the organization. They also ensure financial planning is undertaken to ensure the financial viability and growth of the organization.

Areas of responsibility

1. Caretaker of finances
2. Financial reporting
3. Financial planning

Caretaker of finances:

The treasurer has the responsibility to make sure that:

- receipts are issued for all money paid to the organization
- cheque, savings and investment accounts are opened and operated correctly
- accounts and bills are paid on time
- all money is banked as soon as possible
- petty cash is available for buying small items

Financial reporting:

The treasurer must keep appropriate financial records as follows:

- account books or suitable computer programs need to be kept up to date and balanced
- records should be filed in order
- cheque butts, bank statements, financial correspondence should be available to the committee of management at all times

The treasurer has the responsibility for making sure that financial reports are available to the management group, the membership, the wider community and the funding bodies. The actual report may be prepared by a bookkeeper instead of the treasurer. The treasurer should work with the auditor to save time and money and get help to



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improve financial systems and bookkeeping processing. The treasurer is responsible for organizing financial reports for the annual general meeting and audit.

Financial planning:

The treasurer is responsible for resourcing the financial planning process which should involve the committee of management, the manager and the bookkeeper.