

BANGALOW GARDEN CLUB

ASSISTANT TREASURER	Effective Date: 1 February 2023
Written by: Sue Brennan	Version 1 Date: 23 February 2023

The role of Assistant Treasurer is to be able to work with and take on the role of Acting Treasurer when the Treasurer is absent therefore the role requires knowing all aspects of both positions.

1. At every meeting of the garden club, the Treasurer is required to collect monies from the auction and the produce table.
2. When the auction is in progress a record of winning bid amounts against auction numbers is made on a numbered Auction Running Sheet. After the meeting winning bidders pay. This is crossed off on the Auction Running Sheet, the money is collected, and the running sheet is tallied to agree with the amount.
The Membership officer collects any new membership money, membership fees, bus trip payments etc, and hands this over to the Treasurer along with written receipts.
3. Committee members will bring receipts to the Treasurer for reimbursement of monies they have outlaid for expenses they have incurred, e.g. gifts, flowers, and catering expenses. Payments will also be made for other expenses such as the setting up of the hall for the meeting.
4. After meetings are held the Treasurer will count monies received and balance this amount against any outgoings, as above.
5. Money is then taken to the Credit Union and banked. The amount is recorded on the bank statement and in the deposit book.
6. During the month other payments may be incurred such as hall rental, insurance and other ongoing costs. Notification is sent to the Assistant Treasurer who sets up an EFT payment to the recipient's bank account and approves payment. The Assistant Treasurer will contact the Treasurer for her approval and payment will proceed.
7. These EFT payments are automatically recorded on the bank statement. Correspondingly deposits made via EFT to Club bank account, ie annual memberships, deposits for bus trips or the Christmas luncheon. All will be recorded on the bank statement.

8. An Income and Expense spreadsheet is produced recording details of all incoming and outgoing monies, and this is reconciled with the bank statements at the end of each month. This is then used each month to produce the Treasurer's Report.
9. The Treasurer's Report is presented to members at each monthly meeting
- 10. The Treasurer/Assistant Treasurer provides The Co-Presidents and the club's Management Group with details of the club's income and expenses each month before monthly meetings.**