

## BANGALOW GARDEN CLUB

<b>TREASURER ROLE DESCRIPTION</b>	<b>Effective Date: March 2023</b>
<b>Written by: Liz Hind</b>	<b>Version 1</b> Date: March 2023
<p>Bangalow Garden Club's financial year runs from 1<sup>st</sup> October to 30 September of the following year. The AGM is held in November. The Treasurer currently shares this role with the Assistant Treasurer/Membership Officer.</p> <p>Additional support at monthly auctions is provided by the Secretary. Other select members are happy to accept money and write receipts at busy times.</p> <p>The Treasurer</p> <ul style="list-style-type: none"> <li>• Manages the club's Day-to day fund and its Diocesan Investment Fund.</li> <li>• Acts a co-signatory on our bank accounts along with two others, the Secretary and the Assistant Treasurer (must be minuted when there is a changeover).</li> <li>• Provides the members of the Management Committee with details of an annual budget at the beginning of the year (projected income from membership fees and auctions and anticipated outgoings and timing of these). Provides regular updates of these across the year.</li> <li>• Maintains the expandable file of each year's financial paperwork. This paperwork must be kept by the club for 7 years.</li> <li>• Maintains the Treasurer's basket and provides a cashbox containing a float of \$100 in small denominations for busy periods early in the year (membership) and in the months before an event such as bus trips and the Christmas lunch.</li> <li>• Benefits from the member's use of online banking.</li> <li>• Keeps a reference book containing bank statements, our current insurance policy correspondence from Garden Clubs of Australia, information about events, the auction running sheet and reimbursed receipts for others on the committee eg, catering, speaker gifts, flowers etc.</li> </ul>	

- Keeps two receipt books for receipting money taken as membership/donations/functions/trips.
- Assists the membership officer when receiving money for new and renewed memberships, functions and events.
- Gives a brief treasurer's report at each meeting.
- Informs members when money is collected for any upcoming event or function, giving details of how to pay and the final date for payment.
- Provides another gold-coin donation cashbox for the produce table before the meeting commences and collecting it during afternoon tea. (No money is counted at the meeting.)
- Provides the auction running sheet, recording the successful bids and collecting the money at the end of the auction – usually with help from Co-Treasurer or Secretary. (No money is counted at the meeting)
- Keeps a notebook to record expenses/reimbursements at each meeting.
- Pays the two representatives from Men's Shed for hall set up/pack up after afternoon tea.
- Collects receipts and reimburses small amounts from cashbox to catering team, speaker coordinator etc.
- Pays (via EFT) the hall hire of Moller Pavilion from Feb-November and advises the caretaker of our bookings for the next year, now always midday to 4pm February to November.
- Balances and banks the monies collected and paid on the day of each meeting. Records and reports this.
- Organises with the Co-Treasurer the set-up of direct deposits and electronic countersigning.
- Organises with Garden Clubs Australia the annual insurance policy in late February.
- Pays the deposit and final balance for bus trips and events.
- Maintains spreadsheets for bus trip manifests, function guest lists as payments are made and directs them to the organisers.
- Assists the Co-President and Vice Presidents as a members of the club's Management Committee