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## TEMPLATE NO 3 A GUIDE FOR THE TREASURER

[NAME OF ORGANISATION]

**Memo to:**

**From:**

**Subject:**

**Date:**

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As Treasurer of our organisation your responsibilities are to:

- Attend meetings
- Ensure money received is properly receipted and banked
- Invoice groups/members for services rendered e.g. rental of building space, equipment, uniforms etc
- Prepare budgets for the forthcoming year describing all sources of income and expenditure and present this to the Board/committee for approval
- To maintain accurate records of current income and expenditure
- To prepare and present monthly accounts for payment, for approval by the Board/committee
- To prepare annual financial accounts for auditing and provide the auditor with information as required
- To be the signatory on cheques (with at least one other person)
- To file GST, tax returns and PAYE returns for employees as required
- To ensure annual returns are filed with the appropriate Government Department (currently Ministry of Economic Development)
- To manage organisation investment programmes