TREASURER’S DUTIES

The treasurer’s duties are:

1. To maintain accurate records of the Society’s finances, its income and its expenditures.
2. To settle all bills and invoices charged against the Society.
3. To monitor the Society’s bank and building society accounts, including managing the appointment of authorised signatories.
4. To ensure that the Society has proper and appropriate insurance cover.
5. To prepare balance sheets for presentation to Council meetings and the Annual General Meeting.
6. To arrange the auditing of the Society’s accounts by an independent auditor at least once every financial year.