



## Task Description – Treasurer

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Introduction:

Tasks:

- Produce monthly Financial Report for each committee meeting
- Reconcile bank statements
- Keep records of club membership
- Respond to website enquiries
- Prepare documents for annual accounts
- Liaise with person nominated to review annual accounts
- Submit reviewed annual accounts to Incorporated Societies Office

Support:

Previous organisers:

- Immediate: Irene Buchan
- Other: Dianna Hambleton/John Hambleton