

Role of the Treasurer

What is the role of the Treasurer?

In most small groups the job of the Treasurer can be split into two main parts:

- 1) To keep accurate and up to date **records** of all the money your group has and how it spends it.
- 2) To keep your group members and management committee well **informed** and up to date on your group's financial situation.

The tasks your group Treasurer might be expected to perform can be divided into record keeping and information tasks.

1) Record keeping

Your Treasurer should keep accurate records of all the money your group has coming in, going out and tied up in savings and investments. These records can be in any format your Treasurer feels comfortable with, such as on paper (e.g. in a cash book) or on computer. However it is very important that all records are:

- Accurate and up to date.
- Not easily lost or stolen.
- In a format that can be easily understood by the rest of your group members.

2) Keeping people informed

Your Treasurer should give regular reports on your group's financial situation to its members (normally at each meeting or when requested) so they can use this information to:

- Make decisions about how your group will spend its money.
- Make budgets and plan how your group will use its money in the future.
- Keep a check on your group's money to make sure it has been spent in the right way.

Financial responsibilities

It is very important your group is kept well informed about the financial situation. This is because **all of your management committee members, not just the treasurer, are equally responsible** for:

- Making sure your group's money is kept safe and secure.
- Making sure correct financial records are kept.
- Checking that your group's money is spent correctly (e.g. that money given to your group for a specific purpose is only used for that purpose).
- Any debts your group runs up

It is very important to remember that it is not the Treasurer's job to decide how money is spent decisions like this must be made by the group as a whole.