

# Wellington Tramping & Mountaineering Club

## Role Description



Revised March 2016

**Position:** Treasurer

**Responsible to:** General Committee

**Responsible for:**

1. Formulating financial policy for approval by the General Committee and ensuring that adequate procedures and controls are instituted and maintained for the implementation of the policy as determined by the General Committee or General Meetings of the Club and within the framework of the Club's Constitution.
2. Ensuring that all Club funds and financial transactions are adequately accounted for and recorded.
3. Ensuring that all Club property is adequately insured.
4. Ensuring that monies owing by the Club are paid promptly.
5. Preparing annual financial statements for approval by the General Committee for presentation to the Annual General Meeting of the Club. Liaising with the Club's auditor to obtain the required sign-offs. Writing a financial report for inclusion in the Annual Report.
6. Ensuring that such external contacts are made and maintained as are necessary for the sound implementation of the Club's financial affairs.

**In particular the Treasurer is responsible for:**

1. Receiving all monies due to the Club and issuing receipts for such monies.
2. Making all payments, authorised by the Club, via internet banking. Payments to be co-authorised as per signatories listed with banking provider.
3. Keeping the necessary books of accounts.
4. Preparing a bank reconciliation for each General Committee meeting.
5. Wherever possible, obtaining receipts for payment made by the Club.
6. Keeping the General Committee informed of any significant departure from the normal pattern of receipts and payments.

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7. Advising both the Officer concerned and the General Committee when any Club Officer's expenditure and/or income seem likely to vary from their budget.
8. Claiming any monies which are, or could be, due to the Club by way of subsidy or grant.
9. Ensuring that payments are made to special funds in accordance with the Club's Constitution or as directed by the General Committee or General Meetings of the Club.
10. Keeping adequate records of special funds and ensuring that these funds are not drawn on without approval by the General Committee or a General Meeting of the Club
11. Ensuring that Club bank accounts are operated properly including the paypal account which is where bulk of lodge receipts are initially placed from booking system
12. Ensuring that all Club documents, deeds and other papers of sufficient value, are held in safe custody (financial records to be kept for seven years per IRD guidelines)
13. Keeping any additional records as directed by the General Committee from time to time.
14. Arranging or undertaking such other activities or functions as the General Committee may from time to time determine.
15. Ensuring that all such statutory or other fees as may become due from time to time are paid.
16. Make such claims on the Club's insurers as may from time to time be necessary.
17. Advising the Club's bankers of changes of the Club's Trustees and bank account signatories (if any).
18. Ensuring any surplus funds are invested wisely
19. Completing half-yearly GST returns and ensuring audited financial statements are uploaded to the incorporated societies web page after each AGM,

#### **Membership of Committees:**

None

#### **Liaison:**

The Treasurer is responsible for maintaining adequate liaison with:

1. All Club Officers whose activities are undertaken in accordance with a budget.
2. The Club's insurers, bankers and IRD.
3. The Membership Officer
4. The auditor when preparing the annual financial statements.

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5. Lodge valuer, Jon Parket @ Darroch, every two years to arrange for a lodge valuation.
6. Cash monies banking officer & trip monies recording officer.

### **Financial Authority:**

The Treasurer has authority to make urgent payments due without prior approval by the General Committee where these payments are in accordance with an established pattern.