



## **Position Profile for SAUG Committee Role Treasurer**

### **Scope**

Under the SAUG Rules the position of Treasurer is a formal office holder of the Association.

In reality many of the formal duties of the Treasurer are undertaken on a day-to-day basis by the SAUG Financial Administrator.

### **Responsibilities**

The formal responsibilities of the position are to ensure:

- all moneys due to the Association are collected and banked in the name of the Association in such bank or financial institutions as the Committee may from time to time direct,
- all payments authorised by the Association are made,
- correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association, and
- as soon as practical after the end of each financial year, cause to be prepared a statement containing particulars of:
  - the income and expenditure of the financial year just ended, and
  - the assets, liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of the year.