

## **U3A BROADBEACH**

### **POSITION DESCRIPTION – TREASURER**

The Treasurer is the person who ensures that members' money is being spent wisely and for a proper purpose. Activities include ensuring that:

- The finances of the organisation are managed appropriately
- Payments of due accounts are made in a timely manner
- Records are kept of all incoming and outgoing payments
- Financial reports are prepared for the Management Committee meetings
- Budgets are prepared and approved as required
- Recommendations are made to the Management Committee about income and expenditure, investments and debts
- Audit requirements under the Associations Incorporation Act and other requirements of the Office of Fair Trading are met
- A register of the organisation's assets is maintained.

The Treasurer is not necessarily the person actually preparing the accounts and reports. The organisation may have contract bookkeeping professionals to do this. However, the Treasurer is the person responsible for bringing this information to the Management Committee to ensure that financial obligations are met.

**This is an elected position in accordance with the constitution of U3A Broadbeach Inc.**