



## What is a Treasurer?

In short, the Treasurer is all about money. Treasurers are tasked with overseeing and managing the club's finances. This includes paying invoices, managing club assets, banking petty cash and ensuring that all financial records are kept up to date.

## What are the responsibilities of a Club President?

- To be responsible for all the Club's money
- To record all income received and payments made by the Club
- To keep a register of all property held by the Club
- To present a financial report at each Executive meeting
- To present a financial report for the last financial year at the AGM
- To be a signatory for the Club's bank account and all financial transactions
- To meet with USASA's Finance Officer prior to getting access to the club bank account
- To keep the Club's committee and Members informed of the Club's financial situation
- To ensure that Club funds are not misused at any time
- To always insist on a receipt or docket to validate any expenditure by the Club
- To not put the Club in debt that cannot be repaid
- To always ensure that the records are up to date and in good order so that, if they are otherwise unable to continue in that capacity, someone else can easily take over
- To carry out financial transactions as directed by the club management in a timely manner
- To manage the club budget both overall and for specific events, e.g. balls, pub-crawls
- To ensure that the club is compliant to USASA's requirements for clubs
- To liaise with fellow Executives; and
- To pass on their knowledge to their successor

Note: Depending on the Club and its Rules of Governance, there may be other responsibilities placed upon Executives, or responsibilities may be allocated differently.

## Tips for Success

- One of the most important things for the Treasurer is keeping up-to-date. It is important that all accounts are settled in a timely manner and that records are regularly maintained, and everything is accounted for.
- It is recommended that Treasurers allocate a small amount of time each week to update club records and therefore good time management skills



are beneficial. The Treasurer needs to work with the other Executives to keep them up to date with the funds available for running events and purchasing assets for the club.

- The Treasurer is responsible for overseeing budgets, both overall and for specific events. As part of this it is important that Treasurers are involved with the grant application process.
- Each club is different, and each executive committee is different. Early in their term, the committee should discuss their expectations of each other and themselves, and how they would like to work together to achieve the objectives of the club. The committee might like to set some ground rules for themselves.

### **Related Forms and Templates (click to view)**

- [USASA Club Grant Program guidelines](#)
- [USASA Club Grant Application Form \(2020\)](#)
- [USASA Clubs Tiered Funding Program guidelines \(2020\)](#)
- [Club Account New User Form](#)
- [USASA Club Transaction Form](#)
- [NAB Transaction Step-by-step Guide](#)
- [Club Asset Register](#)

