

# How to be a good treasurer

## Role of treasurer

The Treasurer works closely with the Management Committee to safeguard the organisation's finances, with a watchdog role over all aspects of financial management.

Just like the role of Secretary, the Treasurer's tasks may also be divided. It is not good practice for all tasks associated with the finance function to be performed by one person (whether they are a member of the management committee or staff) without supervision from others. For this reason, it is good practice for both small and large organisations to set up a finance sub group to manage and monitor their finances. In small organisations with no staff, the finance sub group could consist of the Treasurer and two other members of the management committee.

Even if the Treasurer and finance sub-committee carry out much of the financial management work, the final responsibility always rests with the Management Committee as a whole. Remember all members of the Management Committee are accountable!

## Main duties of the treasurer

This basically means knowing where the money is, how much money there is and how and by whom it could potentially be spent.

You need to ensure that Committee members know enough about the organisation's finances to make decisions, and enough about the limits of their power, for example what they can spend or what they can claim as expenses, to be able to work effectively within those limits. If there are no staff, then the treasurer will make day to day financial decisions and report these to the Committee, liaise with the bank and prepare accounts.

Financial responsibilities can be divided into six broad categories:

- Keeping a general overview on financial matters
- Managing income from fundraising and sales
- Financial planning and budgeting
- Financial reporting to the Committee and/or funding providers
- Banking, book-keeping and record-keeping
- Control of fixed assets and stock