

The Treasurer

Good financial management is crucial. Everyone has some experience from their own lives of managing money and committee members are expected to bring the same level of care to the Association's finances as they would their own.

The Treasurer is responsible for the proper handling of the Associations finances and account books. At every meeting of the committee the Treasurer will report income and expenditure and say what balance the Association holds.

The Treasurer will keep the account books of the Association, usually in an analysed cash book, so that the income and expenditure of different activities can be quickly totalled.

A record must be kept of all transactions, however small.

The Treasurer shall issue receipts of all income and obtain receipts for all cash expenditure.

In principle, all payments should be made from the Association bank account, and our Constitutions state that 'two signatures from three signatories shall accompany all transactions involving the Association's account' Good practice states that these should not be family members.

Receipts should be paid into the Associations accounts as soon as possible.

The Treasurer shall prepare the summary of the financial affairs of the Association up to December of that year, submit it for audit and present it at the Annual General Meeting each year. The financial year of the Association is from January to December (incl)

Pay Bowls Centre **half** of the fees for entrance to tournaments.

At **March** meeting request ticket numbers for Presentation Evening.

At beginning of **May** pay caterer a deposit of **half** the cost of the buffet re Presentation Evening.

On day of Presentation pay caterer **balance** of cost of buffet and negotiate price for buffet for following year.

In **August** issue Clubs with Invoice for fees.

As soon as possible pay WSMBA fees.