



COMMITTEE POSTS

Treasurer Duties:

Carry out 'Treasurer' duties for the event:

Banking, bookkeeping and record keeping

Duties include; -

Setting up book keeping and petty cash systems

Ensuring that all money due to the group is paid

Ensuring that all money owed by the group is paid

Being one of the signatories for the bank account

Advising the committee on the different banks and varying accounts that are available.

General financial oversight. This involves:

Preparing accounts for AGM and audit or independent examination if required

Liaising with the bank

Making day to day financial decisions for the committee

Advising on financial policies

Cash flow -The bank balance will be monitored by the Treasurer to ensure there is enough in the account to meet commitments.

On the Day of the Event:

Organize float for the day of the event.

Organize banking of cash and cheques received on the day of the event.

All payments made on the day to be logged.