

TRESURER ROLE DESCRIPTION

Updated: 1 April 18

Hi, these descriptions or guides are designed to help smooth the road to being effective in your role. They have been written, by members for members. So, feel free to modify them. We only ask that you let the Secretary know so that the master copy can be updated to suit current practice. It is intended to provide people new to the role with a copy.

The guides are based on the requirements of our Constitution and associated Rules. If you do not have a them, please ask the Secretary to send you a copy as it is your responsibility to be familiar with them, particularly as they affect your role.

Constitutional Requirements

Is responsible for the control and recording of the financial matters with reference to the Committee. This includes keeping the books and overseeing the Register's banking accounts. (The Treasurer) Is responsible for submitting to each AGM a statement of Income and Expenditure of the Register for the financial year and of all expenditure affecting that year.

Under Section 23 "The Incorporated Societies Act 1908", the above statement shall be delivered annually to the Registrar of Incorporated Societies, together with a certificate signed by the Register's President to the effect that the Statement has been submitted to and been approved by the Register's members at the AGM.

To advertise a motion setting the SUBSCRIPTION FEE for the following year in the newsletter, with a copy of the Financial position of the Register prior to an AGM.

ANY Increase in subscriptions will allow PROXY VOTES which shall be enclosed in the newsletter for the register membership.

1 ROLE

- Undertake the role of treasurer for the NZ AJS & Matchless Owners Register¹r
- Undertake the role according to the NZ AJS & Matchless Owners Register Incorporated Constitution issued 2013 (version 4) and as amended by any AGM
- The Treasurer is a member of the executive committee
- The role can be undertaken by one person combined with the membership Secretary role or the two roles can be separated.

2 TASKS TO ACHIEVE THE ROLE

- Receive any monies and bank². Payment may be received by internet banking or by cheque. Banking is currently with Westpac and their quick

¹ Time required: 1-2 hrs per month.

² The bulk of the banking is done by the Membership Secretary

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deposit using the “red bags” is used principally to avoid the queues in the bank.

- Pay any invoices due. This can be done via internet banking once the treasurer is signed up as a recognised signatory.
- Maintain the spreadsheet INCOME and EXPENDITURE 2004 – 2016.xls including;
 - NZ AJS & Matchless Owners Register INC. Statement of Income and Expenditure for the period due and;
 - A Statement of Financial Position for presentation at the AGM

Instructions for using the spreadsheet are included and viewed using the “instructions” tab on the spreadsheet.

3 ANNUAL TASKS

- Maintain a record of transactions to enable prepare annual statements for the Register and presentation at the AGM. The financial year is 1 January to 31 December.
 - Prepare for auditing and presentation to the AGM a “Statement of Expenditure and Income”
 - Prepare the “Statement of Financial position”
- Prepare an annual report to the register AGM including the recommend the membership fee for the year

4 OTHER TASKS

- As required ensure the signatories to the club bank account(s) are kept current with the club bankers. This is done after any change to Executive committee changes as they are the signatories (any one can sign of the 3)
- If the Jampot Rally finances are run through the Register account, ensure the rally committee and organisers prepare a rally income and expenditure sheet for inclusion in the annual accounts
- Ensure the regalia officer prepares a sheet of regalia sales and expenditure for inclusion in the annual accounts.
- Ensure a copy of the annual statement of Income and Expenditure is sent to the Register of incorporated Societies together with a certificate signed by the President. This is done by the Secretary.
- Provide the Executive Committee with a quarterly statement of income and expenditure and an associated commentary - in the same format as required for the annual accounts.