



ConnectGroups
helping support groups & individuals



How to be a good Treasurer

What a Treasurer does

The job of the Treasurer is to manage (look after) the finances of the organisation.

It is important to make sure that financial records are well organised.

Financial information can be used by workers, funding agencies and the organisation's management and board.

Here are some jobs that the Treasurer might do.

1. Planning finances
2. Setting up bank accounts for the organisation
3. Getting the annual report and budgets ready
4. Making sure good records are kept, including receipts and payments
5. Making sure any money that is given to the organisation is banked straight away
6. Making sure receipts are provided
7. Signing cheques for the organisation (another board member should also sign cheques). This needs to be arranged with your bank.



ConnectGroups
helping support groups & individuals



8. Making sure no blank cheques are signed before they are going to be used
9. Keeping cheque books and cash in a safe place that is locked
10. Making sure money is not stolen or used in the wrong way
11. Being responsible for all the money that goes in and out of the organisation
12. Writing monthly financial reports for the management and board
13. Giving information to the auditor (usually every year)
14. Making sure proper written records are kept so that a new Treasurer would find it easy to do their job

Connect Groups: Telephone: (08) 9364 6909 Rural Freecall: 1800 195 575

Email: info@connectgroups.org.au

Web Site: www.connectgroups.org.au

Postal Address: PO Box 1209 Booragoon WA 6154

Street Address: 10 Almondbury Road Booragoon WA 6154

New and Existing Support Group Development, Telephone Information Line,
Information Forums, Facilities and Equipment Hire

On-line Directory of Support Groups and Community Organisations, E-News

People With disabilities WA:

1/37 Hampden Road, Nedlands WA 6009

Telephone (08) 9485 8900 Rural Freecall 1800 193 331

Email: info@pwdwa.org Web: www.pwdwa.org