



U . A . S . C

University of Auckland Ski Club Inc
Est. 1966

Committee Job Description

Treasurer

Function: Responsible for the financial management of the club.

Responsibilities:

Accounting

- Prepare cashbooks and keep them up to date.
- Ensure all items are filed properly and accounted for.
- Keep up to date files of bank statements, GST information, receipts etc.

Financial Statements

- Prepare the annual financial statements.
- Submit accounts to the AUSA Treasurer to start the audit process soon after the end of the financial year.
- Prepare a budget and keep it updated throughout the year.
- Maintain the fixed asset register.

General

- Work closely with the President, Secretary and other committee members to ensure the smooth management of the clubs finances.
- Take financial decisions along with the other executive members. (These are the executive officers; President, AVP, RVP, Secretary and Treasurer)

N.B. Accounting information is provided in the Club Accounting Guide

Need anything else?? Talk to the Club President if you are unsure of anything.