



Gunnedah Preschool

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Treasurer:

Role:

The Treasurer plays a key role in reporting on the financial position of the Preschool to the Board. They ensure that an annual budget is prepared by an accountant, profit and loss is monitored, and with the assistance of the Director and Administration Staff proper accounting procedures are in place.

Responsibilities:

- Ensure that all money due to the Association is collected and received
- That all payments authorised by Association is made
- With that assistance of the Director and Administration Staff that correct books and accounts are kept showing that financial affairs of the Association including full details of all receipts and expenditure connected within the activities of the Association.
- Review Budgets prepared by Director
- Report at Board meetings
- Present annual financial statements and Auditor's Report at the Annual General Meeting
- Ensure effective monitoring of income and expenditure
- Regularly check emails and other communication sources to ensure communication continues between meetings.

Attributes:

- Have an understanding of basic Accounting
- Be able to work as a part of a team to create financial reports
- Have the personal strength to be able to question any concerns
- Have an understanding of the committee constitution, rules and duties

- Be able to listen to the feedback and views of members and other interested parties.
- Be a person who can develop good relationships internally and externally.

Be able to work collaboratively with other committee members.