

VFMC Job description - Treasurer

1. General

The Treasurer of the Victorian Folk Music Club Incorporated (“VFMC”) shall:

1. Collect and receive all moneys due to the VFMC and make all payments authorised by VFMC
2. Deposit funds into the financial institution within 5 days of receipt
3. Keep correct accounts and books, providing updated monthly cashbook, financial statement and bank statements to committee for approval
4. Operate in accordance with Part 6 (Financial Matters) of the Constitution
5. Abide by the Committee’s group norms, as determined by the Committee in the first meeting following the AGM

2. Signatories

1. Be one of three designated signatories for bank accounts, cheques or any other negotiable instruments
2. Ensure that the signatures and details of the designated signatories are lodged with the bank as soon as practicable following the AGM (for new appointments)

3. Receipts

- 3.1 Maintain records for sales of VFMC merchandise and ensure cash or cheques balance against the provided written receipts
- 3.2 Maintain a record of all stock held, note purchases or sales during the year and reconciliation against the annual stock take
- 3.3 Receive event proceeds and expense and receipts detail from relevant Convenor.
- 3.4 Receive membership monies from Membership Officer

4. Payments

- 4.1 Hold the VFMC cheque book and record all cheques drawn

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- 4.2 Record all expenses and payments, including those which have been met directly out of cash receipts at events
- 4.3 In conjunction with the Concert Party Convenor, calculate any reimbursements for members attending Concert Party functions
- 4.4 Ensure all insurance premiums are paid on time

5. Monthly Bank statements and reconciliation

- 5.1 On receipt of each monthly bank statement, the Treasurer shall:
 - (1) check off all items against the relevant cash book entries
 - (2) note any outstanding credits or cheques not listed in the statement
 - (3) post any taxes or bank charges to the cash book
 - (4) reconcile the balance of account shown on the statement against the cashbook balance.

6. Annual accounts

- 1. Prepare annual financial statements and if required, arrange for audit of the statements prior to AGM
- 2. Complete end of the financial year (31 March) tasks:
 - (1) Obtain a summary of stock held at the end of the financial year
 - (2) Reconcile the final stock against the movements during the year
 - (3) Value the stock at cost or such other value as deemed appropriate
 - (4) Balance the cashbook against the final bank statement
 - (5) Prepare financial statements