

## **GEA TREASURER - ROLES AND RESPONSIBILITIES**

1. Maintain the bank accounts in the name of the Association with a financial institution from which expenditure of the Association is made and ensuring that any funds received by the Association are credited to the appropriate account of the Association, as directed by the committee;
2. Responsible for collecting any amounts payable to the Association and issuing receipts in the name of the Association for those amounts presented in the form of cash;
3. Make payments from the funds of the Association with the authority the committee or a general meeting, and when required ensure that all cheques or direct debit payments are signed or authorised by at least two (2) committee members of which one (1) should preferably be the Treasurer;
4. Subject to any restrictions imposed at a general meeting, the committee may approve expenditure on behalf of the Association and may authorise the Treasurer to expend funds on behalf of the Association up to a specified limit without requiring approval from the committee for each item on which the funds are expended.
5. Ensuring that the Association complies with the relevant requirements of Part 5 of the Act; Final 30 August 2019 - 11 –
6. Ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association under sections 66 and 67 of the Act, including retaining financial records for at least 7 years after the transactions covered by the records are completed;
7. Coordinating the preparation of the Association's financial statements, that give a true and fair view of the financial position and performance of the association in respect of the last financial year, before their submission to the Association's annual general meeting under sections 68 and 70 of the Act;
8. Ensuring that the Association's financial statements for the financial year are reviewed or audited in accordance with Part 5 Division 5 of the Act before being submitted to the annual general meeting of the Association, if under section 69 of the Act — (a) a majority of the members present at a general meeting of the Association pass a resolution to that effect; or (b) the Association is directed by the Commissioner to do so.
9. Whenever directed to do so by the President, submit to the committee a report, balance sheet or financial statement in accordance with that direction;
10. Performing any other duty given to the secretary under these rules or by the committee.