

## **TREASURER**

The Treasurer is an Executive Committee Member. This member ensure that the financial affairs of the organisation are conducted in an appropriate manner. Jacaranda Preschool has a Administration Officer who prepares and manages the financial records of the kindergarten. The Treasurer is responsible in presenting the financial reports that have been prepared at the Committee Meetings and follow up any queries that Committee Members may have.

In conjunction with the Administration Officer, the Treasurer's responsibilities include the following:

- Preparing the budget in consultation with the committee and staff and assisting the committee to monitor and update/change the budget as required.
- Managing income and expenses including issue of invoices and receipts, banking, payroll, payment of suppliers, management of petty cash, etc. with the Administration Officer of the Kindergarten.
- Maintenance of accurate financial accounts and records to meet legislative and regulatory compliance requirements.
- Presentation of appropriate financial reports prepared by the Administration Officer regularly to the committee and presentation of annual financial reports to the members at the AGM.
- Compliance with regulatory and funding requirements.