

Role of the Community Council Treasurer

The Treasurer must maintain the financial records of the Community Council - this will include cashbook, bank statements invoices and/or receipts.

S/he will submit regular financial reports to each meeting of the Community Council.

S/he will arrange for the year's accounts to be independently checked and certified.

The Treasurer will annually present the certified financial report to the Community Council AGM.

The financial records should be kept for six years plus the current year.

The role of the Treasurer is different to that of other Office Bearers or members.

Because the Treasurer is dealing with the finances of the Community Council, s/he holds considerable responsibility yet has no absolute power over the way in which financial resources are used.

The Treasurer will have an understanding of the financial affairs of the Community Council and should be able to explain in easily understood terms the Community Council's financial position both immediately and projected to the foreseeable future, so that policy decisions can be made by the whole Community Council in full knowledge of the financial implications of pursuing those policies.