



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

JOB DESCRIPTION

TITLE:	Area Treasurer
CRITERIA:	May be the same person as the Area Secretary Have knowledge of accounting procedures
APPOINTMENT:	Elected at Annual General Meeting of the Area
TERM OF OFFICE:	One year
REMUNERATION:	As per the Areas Financial Management Policy Area may grant an honorarium at its discretion.
PURPOSE:	To administer all financial matters relating to the Area and delegated to by the NZPCA.
KEY TASKS:	<ol style="list-style-type: none">1. To monitor monthly expenditure against the annual budget in conjunction with the Area President.2. To approve the payment of the monthly creditors in conjunction with the Area President.3. To present a written Financial Report at each Area Committee meeting. This should include a written list of all cheques paid since the previous meeting and details of all revenue received and banked.4. To arrange for the Area's bank to send a duplicate copy of bank statements from each of the Area's accounts directly to the Area President. This is a free service provided by banks.5. To invoice, when required, for all monies due and receipt all monies received.6. Liaise with Area President and Secretary on financial matters.7. To prepare the Area's Financial Statement and have audited/reviewed prior to AGM.8. To present the Treasurer's Annual Report and the audited/reviewed set of Financial Statements to the Area AGM.9. To prepare and present an annual budget if requested.10. Send a copy of the audited/reviewed Financial Statement to the Registrar of Incorporated Societies if Incorporated.
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Please refer to <http://www.nzpca.org/resources> for any updates or new developments.