



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

JOB DESCRIPTION

| | |
|-----------------------------|--|
| TITLE: | Club Treasurer |
| CRITERIA: | May be the same person as the Club Secretary Have knowledge of accounting procedures |
| APPOINTMENT: | Elected at Annual General Meeting of the Club |
| TERM OF OFFICE: | One year |
| REMUNERATION: | As per the Area, Club and Branch Financial Management Policy Club may grant an honorarium at its discretion |
| PURPOSE: | To administer all financial matters relating to the Club and delegated by the NZPCA |
| KEY TASKS: | <ol style="list-style-type: none">1. To monitor monthly expenditure against the annual budget in conjunction with the DC or the Club President.2. To approve the payment of the monthly creditors in conjunction with the DC or the Club President.3. To present a written Financial Report at each Club 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 Club's bank to send a duplicate copy of bank statements of each of the Club's accounts directly to the District Commissioner or Club President. This is a free service provided by banks.5. To maintain records of membership subscriptions as received if a Club is without Branches.6. Liaise with the District Commissioner or Club President and Secretary on all financial matters.7. To prepare the Club's Financial Statement and have audited/reviewed prior to the AGM.8. To present the Treasurer's Annual Report and the audited/reviewed set of Financial Statements to the Club's AGM.9. To prepare and present an annual budget if requested10. To pay all levies requested to NZPCA and Area Committee annually11. Send a copy of the audited/reviewed Financial Statement to the Registrar of Incorporated Societies if Incorporated. |
| Contact: | Executive Officer NZPCA P.O. Box 8626 HAVELOCK NORTH Ph/Fax (06) 873 5464 Email: nzpony@xtra.co.nz |
| Original Issue Date: | February 1996 |
| Date Last Reviewed: | October 2006 |
| Next Review Date: | October 2008 |
| Reviewed by: | Review Committee |
| Approved by: | NZPCA Committee of Management |
| Document Number: | JD5.29 |

Please refer to <http://www.nzpca.org/resources> for any updates or new developments.