

# Role of the Treasurer

## What is the role of the Treasurer?

Although the role of the Treasurer can be very different from group to group the Treasurer's duties generally cover the following main areas:

- To maintain accurate records of all financial transactions made to or by the Waterloo PPG.

## Treasurer's tasks:

- To support the Waterloo PPG in the banking of funds and ensuring that cash is available as small change when the PPG hold fundraising events.
- To devise and maintain systems to ensure that financial records are available for each committee meeting.
- To operate bookkeeping procedures that satisfy legal requirements.
- To prepare end of year accounts for approval by the Waterloo PPG and/or external auditors as appropriate.
- To issue monies that have been authorised by named members of the Waterloo PPG.
- To ensure the annual NAPP affiliation fee is paid.
- To undertake other duties as agreed by the Waterloo PPG.

## Notes

Two signatures will be required to enable the treasurer to issue any payments out; these can be from the following:

- The Chair
- The Secretary
- The Membership Secretary
- The Waterloo Practice - Practice Manager