

## **Role of the EAP Treasurer**

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the EAP Governance (SEC) to safeguard the organisation's finances.

### **The Treasurer is responsible for:**

- General financial oversight
- Financial planning and budgeting
- Financial reporting
  - Presentation of the figures at the annual EAP Convention
- Banking, bookkeeping, and record keeping
- Control of fixed assets and stock
- Given these responsibilities, the Treasurer typically acts as an information and reference point for the EAP President and other committee members and EAP commissions: clarifying financial implications of proposals.

Optional, a plus:

- Funding, fundraising and sales

The following points outline the typical financial responsibilities of a Treasurer:

### **1. General financial oversight**

Oversee and present budgets, accounts, and financial statements to the governance (SEC)

Liaise with designated staff about financial matters

Ensure that appropriate financial systems and controls are in place

Ensure compliance with relevant legislation (i.e. European specificities)

More on financial oversight

### **2. Financial planning and budgeting**

Prepare and present budgets for new or ongoing work

Present revised financial forecasts based on actual spend.

### **3. Financial reporting**

Present regular reports on the organisation's financial position

Prepare accounts for audit and liaising with the auditor, as required

Present accounts at the AGM

### **4. Banking, book-keeping and record-keeping**

Manage bank accounts

Set up appropriate systems for book-keeping, payments, lodgments & petty cash

Ensure everyone handling money keeps proper records and documentation

Pablo Cassina, 01 October 2021