

1. The Treasurer shall organise the keeping of the financial books of the association. The books shall be kept by an external book-keeper. The Treasurer in coordination with the administrator has to allocate account numbers to certain documents, where necessary (e.g. AGM or SIG Day)
2. The Treasurer shall prepare all payments for second signature (Bank and Post Office Payment orders).
3. The Treasurer is responsible for preparing in cooperation with the external bookkeeper annually:
 - the Balance Sheet, showing the total liabilities and Association assets, as of 30th June
 - an Income Statement, showing income and expenses for the financial year
 - a comparison of budget with actual figures for the financial year
4. The Balance Sheet and Income Statement shall be verified by an external auditor appointed by the Committee and coordinated by the treasurer.
5. The Treasurer shall prepare a budget for the coming year, to be presented to the Committee for acceptance. Once accepted, the budget and the statements of accounts listed in point 3 above shall be sent to the Publication chair /DTP person to be mailed to all members before the AGM in accordance with the statutes.
6. The Treasurer shall advise the AGM and SIG-Day Sub-Committees (LOC) on budget guidelines and on the setting of proposed registration fees where necessary.
7. The Treasurer shall prepare information about any expenses on which the Committee would like to have details.
8. The Treasurer shall audit the Balance of the Regions and present them to the president and the National Coordinator. The total shall not be included in the ETAS Balance Sheet as neither the Treasurer nor the Auditor has access to all the necessary information.
9. The Treasurer shall deal with questionable expense claims made by RCs, SIG Heads or Committee members.
10. The Treasurer shall submit an Annual Report to the President, which will be distributed to all members with the figures for the financial year.
11. The Treasurer with the external bookkeeper shall prepare/complete all necessary forms required by the authorities in relation to ETAS personnel.
12. The President should be copied into all ETAS emails and correspondence.
13. Should not normally miss more than 1 meeting a year.