

1. The Treasurer shall organise the keeping of the financial books of the association. The books shall be kept by an external bookkeeper. The Treasurer in coordination with the Administrator has to allocate account numbers to certain documents, where necessary (i.e. - AGM or PD Day).
2. The Treasurer shall prepare all payments. Payments are approved by the collective signatures of the President, Treasurer, and Administrator (minimum 2 of 3 signatures required).
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 30<sup>th</sup> 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 presented to all members at the AGM.
6. The Treasurer shall advise the AGM and Professional Development 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 review all expense claims and request further detail where necessary.
9. The Treasurer shall submit an Annual Report to the President, which will be distributed to all members with the figures for the financial year.
10. The Treasurer with the external bookkeeper shall prepare/complete all necessary forms required by the authorities in relation to ETAS personnel.
11. The President should be copied into all ETAS emails and correspondence.
12. Should be present at all EXCO meetings, conferences, and the AGM. If it is not possible to attend a meeting or conference, the treasurer shall inform the President of the reasons as early as possible.