

ROLE OF THE TREASURER

Disability Sport and Recreation Hawke's Bay (DSRHB) recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document and is committed to actively engaging and promoting the five principles of Tino rangatiratanga, Equity, Active protection, Options and Partnership.

Policy Rationale

The Treasurer is the committee's lead person on financial management. They are directly responsible to the Committee and play a vital role in maintaining financial integrity, ensuring the Committee operates responsibly and sustainably

Role of the treasurer

The Treasurer is responsible for managing the Committee's financial matters, ensuring transparency, accuracy, and sound financial planning.

Key Responsibilities

- Present timely and accurate financial reports at each Committee meeting.
- Interpret financial statements to help Committee members make informed decisions.
- Act as a signing authority for financial matters.
- Ensure financial statements are presented annually.
- Work with Team Lead to create and monitor budgets.
- Advise on financial planning and investment decisions.
- Help establish strong financial systems with clear accountability.

Financial Oversight

- Prepare and track the Committee's budget.
- Keep financial records up to date.
- Maintain clear records of all income and payments.
- Ensure financial reports are available and easily understood at meetings.
- Verify that all received funds are banked and that payments have proper documentation.
- Produce an annual financial report.

Compliance and Governance

- Keep the Constitution updated and notify the Charities Register and Incorporated Societies of any changes.
- Co-sign funding applications as needed.
- Review and ensure fit for purpose the DSRHB financial policy suite.

Estimated time commitment required and period of appointment:

The estimated time commitment required as the Treasurer of DSRHB is 4 hours per month.

The Treasurer is appointed for a two year term initially with right of extension upon review and as agreed by all committee members.

Knowledge and skills required:

- Has experience from an accounting and finance perspective.
- Is well organised.
- Can allocate regular time periods to maintain the accounts.
- Keeps good records.
- Works in a logical, orderly manner.
- Is aware of the information that needs to be kept for the annual accounts.

Policy developed by: Disability Sport and Recreation Hawke's Bay and informed by Sport NZ Policy docs

Date reviewed and adopted: April 2025

Due date for Policy Review: April 2027
--

File location: googledrive/policies/ Role of the Treasurer
--