



TREASURER'S DUTIES

The Treasurer will:

1. Maintain a record of all brigade accounts.
2. Monitor all brigade accounts.
3. Manage the brigade's transactions and banking.
4. Present a monthly/bi-monthly financial report during each brigade meeting.
5. Complete annual financial returns to Fire and Emergency New Zealand (FENZ) and Charity Services (as appropriate).
6. Receive all monies due to the brigade and pay these into a bank account(s) established by resolution of the brigade for the purpose.
7. Pay all accounts owing by the brigade which have first been approved by resolution at a brigade meeting.
8. Oversee investment of brigade funds as appropriate and agreed by the Management Committee.
9. Submit, at each Brigade Annual General Meeting, a properly prepared and audited/reviewed balance sheet and statement of income and expenditure and ensure a copy of the report is forwarded to the FENZ Region Manager to conform with the brigade's "Agreement for Service".
10. Arrange with the Chair of the brigade's Management Committee for three brigade members to be signatories for the brigade's bank account(s) and arrange with the bank that any two of those signatures will operate the account(s) or confirm with the Management Committee arrangements for managing the brigade's account(s) via online banking or modern banking procedures.