

TE AKATOI ROLE DESCRIPTION

FOR

TE KAITIAKI PUTEA/TREASURER

Responsible to:

- Tumuaki
- Te Akatoki Management Executive
- Te Akatoki Student Executive
- Te Akatoki Membership

Duties:

1. All activities of the Kaitiaki Putea must be delegated, approved and sighted by the Tumuaki.
2. Be responsible for the Accounting Process of Te Akatoki:
 - Maintain and update financial records on a regular basis.
 - Receive and give receipts for all moneys payable to Te Akatoki.
 - Deposit same in the Te Akatoki bank account.
 - Obtain executive signatures for all moneys payable to approved programmes.
 - Issue on authority payments of amounts due by Te Akatoki.
 - Submit a Financial Statement to the Tumuaki on a regular basis.
 - Prepare an Income and Expenditure account in respect of Te Akatoki accounts.
 - Prepare an End of Year Financial Statement and Balance Sheet as the year ends.
3. Prepare an Income and Expenditure Account in respect of Te Akatoki finances.
4. Present and submit Accounts for payment at meetings and pay accounts immediately after receiving approval.
5. Prepare and submit a Monthly Financial Report including the following:
 - Statement of Receipt of all payments.
 - Schedules of Accounts of all payments.
6. Prepare details of subscriptions of outstanding debts, schedules of investments and comparison of actual figures with the budget for the period since the previous meeting and for the year to date.
7. Be a signatory on the Te Akatoki Account, and the authority to use by directions of the association a Te Akatoki Debit Card.
8. In consultation with the Tumuaki prepare and submit an Annual Budget Proposal as outlined in the Funding Provisional Agreement.

9. Reimburse any expenses in accordance with the Constitution only after written approval by the Te Akatoki Executive.
10. Prepare Te Akatoki accounts and submit for Annual Audit as outlined in the Te Akatoki Constitution.
11. Prepare and submit a Financial Report along with an Auditor's Report at the Annual General Meeting (AGM).
12. Present a Kaitiaki Putea report at the AGM.