

**Fencing Central Inc.**

**Mail:** PO Box 28056,  
Kelburn  
Wellington, 6150

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**Web:** [www.fencingcentral.com](http://www.fencingcentral.com)

**Job Title**

Treasurer,  
Fencing Central Incorporated

**Reporting**

1. The President of Fencing Central Incorporated
2. The Management Committee of Fencing Central Incorporated
3. The Members of Fencing Central Incorporated

**Communications**

1. President
2. Secretary
3. Treasurer General
4. FeNZ
5. Members of Fencing Central
6. Creditors
7. Debtors

**Job Purpose**

To maintain and report on the finances of Fencing Central.

**Key Responsibilities and Accountabilities**

- To prepare budgets for the forthcoming year describing all sources of income and expenditure.
- To ensure money received is receipted and banked promptly.
- To maintain accurate records of current income and expenditure.
- To manage the regions investment programmes in conjunction with the rest of the Management Committee.
- To be signatory on regional cheques (with at least one other person).
- To prepare and present monthly accounts for payment to the Management Committee for approval.
- To file all GST, tax returns, as required.
- To prepare and present appropriate reports comparing actual income and expenditure to budget as required by the committee.
- To prepare financial accounts for auditing and provide the auditor with information as required.
- To present the Annual Financial Report to the Annual General Meeting.
- To ensure all appropriate annual returns are filed with the Registrar of Incorporated Societies or any other required regulatory body.

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**Scope**

The main scope of the Treasurer is the overall reporting of the accounts to the Management Committee on a monthly basis, and an annual report to be presented at the Annual General Meeting. The Treasurer will also be expected to ensure the annual report is submitted with the Registrar of Incorporated Societies and any Tax Returns are submitted as required.

The Treasurer may potentially be responsible for the budgeting and reporting of the finances for an event, however this is usually done by the event organiser.