



# PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン流自修館柔術

## Academy Treasurer Board of Directors Duty Statement

**Treasurer** *An officer who has charge of the funds, finances and assets of the Academy*

**PRIME DUTY** Management of the funds, finances and assets of the Academy as a whole.

1. Maintain and keep a full account of all Academy:
  - 1.1 income and expenditure
  - 1.2 insurance as determined by the management committee.
2. Provide advice on funds, finances and assets.
3. Co-ordinate general Academy banking.
4. Collect:
  - 4.1 fees
  - 4.2 levies
  - 4.3 other monies as required.
5. Issue:
  - 5.1 cheques
  - 5.2 payments
  - 5.3 invoices
  - 5.4 receipts.
6. Prior to the next Annual General Meeting, request, receive, assess and process information concerning the finance account and assets of:
  - 6.1 the Academy, at a central level
  - 6.2 all branches.
7. Prepare financial year reports of:
  - 7.1 basic balance sheet (finances, assets and liabilities annual statement)
  - 7.2 basic overview of finance movement (finances, assets and liabilities operating report)
  - 7.3 basic budget (estimate of income and expenditure for upcoming year)
  - 7.4 Academy set fees for upcoming year.
8. Present to members, firstly at a management committee meeting and secondly at the Annual General Meeting, reports of:
  - 8.1 finances, assets and liabilities annual statement (basic balance sheet)
  - 8.2 finances, assets and liabilities operating report (basic overview of finance movement)
  - 8.3 estimates of income and expenditure for upcoming year (basic budget)
  - 8.4 Academy set fees for upcoming year.