

### Job description for Treasurer

Before each tournament calculate how much prize money is required after receiving entries from competition secretary, also money for judges (from judges' convenor) writers (from writers convenor) office staff (currently \$200 for 2 day tournament). Money needs to be ordered on Tuesday before tournament.

Write up prize money envelopes and place money in them, also envelopes for judges' money, writers money and office and deliver to competition sec.

After event you will receive results from sec from which you will work out Training & Development levies fill in form & send to Dr NZ Treasurer within 10 days if possible. Payments made to different entities for boxes, yards, arenas, catering, and refunds when advised by sec. Because grass arena payments are made to a different entity you have to go through results and work out how many horses rode on each arena. This mainly applies to non-grading and unregistered classes. These payments all made by Internet Banking.

Write up cash books, pay accounts as required from time to time. Make financial position available before meetings. Advise sponsorship convenor when sponsorship payments are made. These are mostly I/B payments.

At the end of the financial year April30, balance cash books and prepare statement of income and expenditure to be checked by authorised person and present at the Annual General Meeting.