

AFHB Treasurer Role

The Treasurer is responsible for:

Keeping proper accounting records of the Society's financial transaction to all the Society's financial position to be readily ascertained.

Preparing annual financial statements for presentations each Annual General Meeting. These statements should be prepared in accordance with the Society's accounting policies.

Providing financial information to the Committee as the Committee determines.

Forwarding the annual financial statement for the Society to the Registrar of Incorporated Societies upon their approval by the Members at an Annual General Meeting.

Calculating and paying teachers' salaries and completing on-line returns to the Inland Revenue.