**Treasurer's Report at Committee Meetings**

We suggest that the following reports be tabled before or at the meeting:

● Balance Sheet to the last day of the period being reported, e.g. 31 March 2023;

● Profit & Loss Statement for the period being reported, e.g. for the month ended 31 March 2023;

● Accounts Receivable report as of the last day of the period being reported;

● Accounts Payable report as of the last day of the period being reported;

● List of bank transactions for each bank account for the period being reported;

● Details of all unexpended grant funds including the date each grant needs to be fully expended; and

● The Treasurer's recommendation that the Association can pay all of its debts as and when they are due and payable, that is, the Association has or will have sufficient cash to pay the invoices and loans incurred on or before the date agreed with the supplier or financier.

Note that the Committee as a whole is responsible and accountable for the financial performance and the financial position of the Association not just the Treasurer. The Treasurer's role is to keep the Committee informed of the Associations financial performance and its financial position and this can be achieved by presenting the above mentioned reports and also a written or verbal report that provides additional insight into the reports.