



THE ROLE OF THE TREASURER.

While every member of the Executive Committee is accountable for your club's financial management, it is the Treasurer's role to **prepare the club's budget, monitor financial performance, keep financial records and provide financial reports at meetings.**

Who can be Treasurer?

- Anyone who is interested in seeing your club succeed can easily take on the role of Treasurer.
- You don't have to be an accountant or a business student to be a great Treasurer!

The role is easy to learn. There are helpful tools in [WESTERNLife](#), easy-to-follow guides, and the Student Clubs team are always available to help.

Benefits of being Treasurer

- The Treasurer is a **rewarding** and **empowering** role.
- As Treasurer, you can be **creative** in how you recommend that your club should spend money and contribute to crafting signature events.
- The Treasurer provides **guidance** for how your club should allocate your SSAF¹ funding to enrich the University experience for your fellow students.
- As Treasurer, you will learn **valuable skills** in financial management and reporting that can improve your employability!



Why is the role of the Treasurer important?



- Clubs at Western Sydney University are allocated SSAF funding, and there are rules that govern how SSAF funding must be spent.
- The financial records that Treasurers need to keep therefore demonstrate that your club is 'doing the right thing' in allocating funding for the benefit of students.

¹ Student Services and Amenities Fee

What does the Treasurer do?

The following roadmap shows the steps the Treasurer should take throughout the year:

AT THE START:

- Step 1:** Read through the [Club Leader's Guide to Finance](#).
- Step 2:** Familiarise yourself with the club's previous financial reports on *WESTERNLife*.
- Step 3:** If you have questions at any stage, contact the Student Clubs team, who are always available to help.



DURING THE YEAR:



- Step 1:** Design and submit budget and payment requests to make purchases and run events.
- Step 2:** Keep financial records in *WESTERNLife*.
- Step 3:** Attend Executive Committee meetings and General Meetings and provide an update to members at each meeting on the club's financial.

AT THE END:

- Step 1:** Prepare an annual report on the club's finances.
- Step 2:** Present your annual report to members at the club's AGM, including any recommendations for the next year.
- Step 3:** Provide a handover to the incoming Treasurer, showing them where to access the club's existing financial information and where to go for help.

The Treasurer's report template can be found at the end of the [Minutes template](#).

You can do it!

Following the simple steps in this guide will make being the Treasurer easy and rewarding. Your Executive Committee and the Student Clubs team can guide and support you to learn the role. So get in, give it a go and have fun!

If in doubt, ask! The Student Clubs team are here to help!

Email studentclubs@westernsydney.edu.au



[Watch the video](#)