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*EFAA Treasurer Hand Over Documentation*

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The Constitution:

*Treasurer shall:*

- (1) Prepare and submit to the Committee and the AGM an annual report upon the financial position of EFAA.
- (2) Supervise the financial affairs of EFAA.
- (3) Keep adequate books of accounts for EFAA.
- (4) Have an appointed auditor make an annual survey of EFAA accounts at the close of business at each financial year and shall publish the result at the AGM following.
- (5) Deposit all monies to the credit of EFAA.
- (6) Shall present a statement of account supported by an official bank statement at every Committee meeting.

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*Main Role*

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The Role

The Treasurer shall:

1. Keep day to day accounts.
2. Act as an Executive member of the EFAA, acting at all times as an advocate for the organisation.
3. Manage access to all accounts
4. Monitor all payments into the association via bank or PayPay
5. Transfer money from PayPal to the main account in a timely manor
6. Ensure all invoices are paid on time
7. Ensure payments are made to Clubs on time for shoot hosting etc
8. Ensure mandates are kept up to date