

Treasurer tasks

Accounts are set up in MYOB essentials which is really easy to use.

Run Payroll for 1-3 people currently weekly but could be changed to fortnightly

Pay invoices as they come in – ie when you pay the employees you can pay any creditors

Keep bank reconciliation up to date but this is basically automatic in MYOB. – just needs checking

Provide financial reports from MYOB for the committee meetings and attend the meetings

I would estimate no more than 2 hour in total per month – easy peezy!