

# Quick orientation for treasurers

## As a treasurer, you ensure that the finances of your branch are in order

As a treasurer, you play an important role in making your branch's everyday operations possible. You are responsible for the branch's payment transactions, invoicing and, if possible, accounting. Together with the branch's chairs and board, you prepare the budget and provide the board with financial reports.

Your duties and role are defined in cooperation with the branch board and chair. However, the duties of a treasurer are generally very regular in nature and need to be taken care of at least on a weekly basis. The time required to carry out the duties depends on the extent of the branch's operations and finances as well as whether a third party accounting service provider is used or not.

As a treasurer, your duties require precision and you have the chance to expand your knowledge related to financial management. If you possess basic knowledge of work in associations and you are interested in financial matters that require precision, this position is a great opportunity for you to gain valuable experience. If you are a financial administration professional, you can support the local operations of the Red Cross with your professionalism and input. As a treasurer, you have a concrete effect on ensuring that the branch's daily operations run smoothly.



## Your duties as a treasurer

Important:

- 
- Overseeing the processing of invoices together with the chair (inspection and approval)
- Paying expense invoices processed according to the inspection and approval process, being in charge of a possible cash fund and issuing sales invoices to customers
- Reporting paid compensations that need to be reported to the incomes register
- Acting as the branch's signatory together with the chair or vice-chair
- Preparing a budget together with the chairs and board
- Submitting accounting documentation to the accountant and acting as the accounting contact person
- If you also hold the role of the branch's accountant, you keep accounts and prepare financial statements and, if necessary, the tax return
- Reporting the branch's finances regularly to the board
- Preparing financial reports required by officials or grant issuers
- Archiving the accounting material that needs to be retained

If possible:

- Guiding other volunteers of the branch in charging appropriate compensations for expenses and accounting document requirements
- Ensuring the continuity of operations when a new treasurer is appointed
- Ensuring that the new treasurer receives adequate orientation for the position
- Checking together with the new treasurer that accounts are up to date and that the cash funds and bank account balances match the accounts (cash transfer report)
- Ensuring that the branch's accounting materials and other financial documents are made available to the new treasurer
- Ensuring that the bank receives an excerpt of the minutes on the bank account access rights decided by the board

---

## **In this position, you will be supported by:**

- The branch board
- The board supports, guides and supervises the duties of its volunteers
- A sponsor appointed to the branch by the district and the employee in charge of the district's finances
- They can provide support in matters related to the branch's finances
- The Red Cross common support services' branch accounting team employees

## **Important information:**

Start with these

- Task-specific training: Basic course for treasurers
- Elected official training for branch boards
- Rule book
- Branch activity support on the website: forms, tools, reimbursement recommendations, financial instructions on the Tieto&Taito page
- If you are in charge of accounts, the Accounting Act and Accounting Ordinance

Worth studying

- Associations Act
- Policy
- Disaster Relief Fund instructions and rules
- Readiness planning instructions
- Association volunteer self-study material, Sivi Study Centre
- Meetings and trainings arranged by the district
- Branch forums and sponsor meetings
- National supplementary training