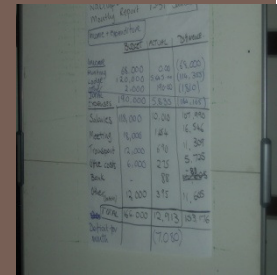
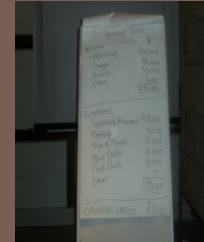


THE CONSERVANCY TREASURER AND BOOKKEEPER

Roles and Duties



Who is a Treasurer?



A Treasurer is a suitable elected member of the Conservancy Management Committee or employee, whose responsibility is to develop and ensure efficient and effective implementation of the Conservancy Financial Management and Controls Systems.



A treasurer should be a person who can read, write and has mathematical skills and/or understanding.

WHO IS THE CONSERVANCY BOOKKEEPER?

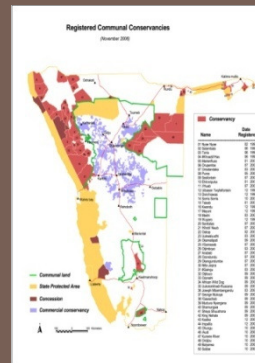


A bookkeeper is a fulltime, suitable employee of the conservancy and is answerable to the conservancy elected treasurer.

A Bookkeeper is to ensure efficient and effective day-to-day Conservancy Financial Administration and Management.

What are the Roles and Duties of a Conservancy Treasurer?

- Ensure that conservancy financial management procedures, policies and control systems are developed and approved by membership and enforced/ compiled to.
- Ensure proper financial records are kept by the bookkeeper
- Approve conservancy requisitions, cheque vouchers and returns
- If not responsible for day to day handling cash books and financial records , then sign conservancy cheques.
- Develop and present Conservancy Budget for approval by members including Benefit Distribution and Financial Sustainability Plans for approval by CC and members.
- Prepare and present conservancy financial reports to Conservancy Committee, members and partners including MET.
- Ensure auditing of conservancy books annually by an external or internal auditor.
- Monitor resource use including budget lines and make recommendations to Conservancy Committee and members.
- Monitor conservancy bank accounts and investments.
- Monitor conservancy contracts and cash inflow/ outflows
- Supervise the employed fulltime conservancy bookkeeper



WHAT ARE THE ROLES AND DUTIES OF A CONSERVANCY BOOKKEEPER?

- Establish and manage an asset register / inventory.
- Recommend service and maintenance of the conservancy's vehicle and equipment
- Capture and file financial and assets records.
- Compile draft operational budgets for the conservancy treasurer and manager
- Keep up to date cashbook and bank book.
- Monitor the conservancy budget lines and cash flow .
- Produce regular reports on incomes and expenditure to conservancy manager and treasurer.
- Ensure correct completion of requisitions and return forms by staff and Conservancy Committee.
- Recommend requisitions and returns for authorization and approval by Conservancy Manager and Treasurer respectively.
- Prepare monthly requisitions and financial returns as required by the manager or the treasurer.
- Prepare for annual financial audits and work with auditors during the process
- Monitor contracts and their payments and advise manager and treasurer accordingly
- Advise Conservancy Committee and Treasurer on financial matters

