

Timetable

Guidance for Trainer only

Module: Board Finances and the Role of the Treasurer
Ideally 2 - 2½ hours are required for this session

<p>Introduction</p> <ul style="list-style-type: none"> • Register signed • Key areas in this session <ul style="list-style-type: none"> ○ The collective responsibility of the Board for all financial matters ○ The role and responsibilities of the Treasurer ○ Establishing good accounting practices <i>e.g. maintaining accurate records, having all expenditure by or on behalf of the Board approved by the Board</i> • Distribute copies of handouts so participants can take notes (handout includes slides from presentation, list of acronyms) 	10 minutes
Presentation (<i>as far as slide 22</i>)	45 minutes
Break	10 minutes
Preparing a Budget (<i>slides 23 to 30</i>)	15 minutes
Payrolls, etc. & Insurance (<i>slides 31 to 35</i>)	10 minutes
Treasurer's Records and Reports (<i>slides 36 to 42</i>)	15 minutes
Group Activity	15 minutes
Evaluations and Finish	5 minutes