Timeline of Priorities

Treasurer

Below is a template for a timeline of priorities for you to download and fill out relevant to your role including some of the key tasks we see as crucial for the smooth running of your club year.  You can add or subtract from this list as necessary. Patrol Season is from September to April.

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| **July** | **August** | **September** |
| 1. Prepare Financial Report for Monthly Meeting - rec   Present audited accounts at AGM | 1. Prepare Financial Report for Monthly Meeting 2. Review Budget 3. Present audited accounts at AGM 4. Prepare budget for the year/season | 1. Prepare Financial Report for Monthly Meeting 2. Review Budget 3. Ensure Financial requirements for payment membership are set up |
| **October** | **November** | **December** |
| 1. Prepare Financial Report for Monthly Meeting 2. Review Budget 3. Annual, Audited Financial Reports are sent to your branch and SLSNSW | 1. Prepare Financial Report for Monthly Meeting 2. Review Budget | 1. Prepare Financial Report for Monthly Meeting 2. Review Budget |
| **January** | **February** | **March** |
| 1. Prepare Financial Report for Monthly Meeting 2. Review Budget | 1. Prepare Financial Report for Monthly Meeting 2. Review Budget | 1. Prepare Financial Report for Monthly Meeting 2. Review Budget |
| **April** | **May** | **June** |
| 1. Prepare Financial Report for Monthly Meeting 2. Review budget for the season | 1. Prepare Financial Report for Monthly Meeting 2. Prepare accounts to be audited for AGM | 1. Prepare Financial Report for Monthly Meeting 2. Have accounts audited for AGM |