



## **Nyngan Show Society**

### **Treasurer's Position**

### **Responsibilities and Duties**

- Maintain a spreadsheet of current sponsor details
- Update and send sponsorship request letters and emails
- Prepare invoices and receipting of sponsorship and membership
- Handle receipting and banking of all monies
- Keep up to date records in MYOB (open for discussion about other programs that may be used)
- Attend meetings (4 per year) and prepare financial reports for meetings & audits
- Organise floats and prize money for each section of the Show
- Required to work in the office at the annual Show for 2 days, the dates vary but usually held in May of each year

### **Honourium**

- The Treasurer receives a yearly honourium payment

**Enquiries can be made to the Show Secretary, Kathy Korn via phone 0439749814 or email [nynganshowsociety@gmail.com](mailto:nynganshowsociety@gmail.com)**