



Guide for Lodge Treasurers

Taking responsibility for the funds of the Lodge is an important role. While some brethren may have a profession background in financial matters many brethren do not – particularly for them here are some tips.

- The responsibilities of the Treasurer can be summarised into four words, as follows:
 - 1 Safeguarding of the Lodge's assets and management of its liabilities.
 - 2 Recording of the Lodge's financial transactions timely and accurately.
 - 3 Reporting on the outcomes of these transactions.
 - 4 Compliance. This includes the annual audit of the Lodge's Financial Statements, compliance with Lodge and Grand Lodge regulations, and compliance with legislation
- The GLNZ has a 'Guide for Treasurers' – it is a lengthy document and is presently being reviewed, however if you would like an electronic copy email secretary@freemasons.co.nz.
- As a starting point for your input ensure your Lodge has a budget for the current year – this should be done to enable review of the Lodge dues and establishing any Notice of Motion to amend them. The timing of this is often captured in the Lodge by-laws. Review expenditure during the previous 2 years to assist with establishing budget figures.
- Next ensure the bank signatures are current.
- Don't be late making payments - ensure your by-laws allow for prompt payment of commitments such as rent, caterer, utilities, and payments to Grand Lodge.
- For a verbal report, it may be more useful to tell your lodge an approximate balance - e.g. 'available funds are about \$12,500' is more useful than 'we have \$1,355.08 in the operating account and \$11,156.15 in the Heartland deposit scheme'.
- It may be helpful to your Master for you to move any motion necessary for approval of payments at the end of your report.

