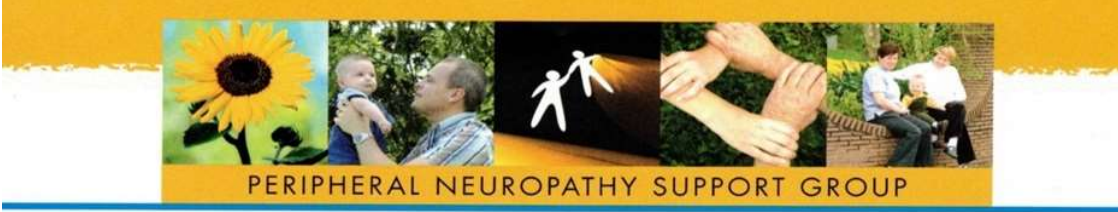


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 The banner features a collage of five images: a sunflower, a man holding a baby, two white figures on a dark background, two hands clasped, and two people sitting on a bench. Below the images, the text "PERIPHERAL NEUROPATHY SUPPORT GROUP" is written in white capital letters on a dark background. PERIPHERAL NEUROPATHY SUPPORT GROUP	
Faye Holloway – Treasurer – Biography, Qualifications and Responsibilities	Date:7/11/2023

Responsibilities:

With my job as Treasurer, I collect all incoming money and bank cash money and cheques monthly at a Bendigo Bank (few and far between). I spend about an hour a month writing up Monthly Treasury Report and also about an hour per month entering all details into Xero the accounting system we use to record all incoming and out goings.

I also man the PN mobile and have a chat with any prospective newcomers and existing members. When I go on holidays I try to hand to Eileen Senn if available.

Once a year I do the Financial Year Report, which takes me about 6 hours to make sure I have put things into the right accounts in Xero and I have a daughter who is a Chartered Accountant and checks everything over for me.

My background:

Secretary to an Insurance Manager 6 years.

Administration South Metro TAFE, Adult Community Education 20 years.

Wardrobe Mistress for Dance School 14 years.

Dressmaker.

Retired 2011 because of PN and holidaying as much as possible.