

Job Description TREASURER

Objectives

Ensure that a financial management and reporting system is put in place and operable so the Club committee has an accurate understanding of the financial status of the Club at all times.

Duties Profile

Prepare budget, in consultation with the Executive committee to reflect the proposed income and expenditure of the Club, at the beginning of each financial year.

Seek ratification from the General Committee of a Club budget, including debt reduction and thereafter shall have the authority to act within the limits of the budget and strategy approved.

Ensure all Vice Presidents and general committee members do not exceed authority ceilings for financial expenditure without reference to the general Committee.

Ensure compliance with the club's Financial Management Policy.

Ensure the Club finances are correctly accounted for, including:

- Collect, or delegate to collect, all monies, including registration, merchandise sales, canteen and bar sales, fundraising or sponsorships.
- Maintain accurate records of current income and expenditure.
- Attend to general banking activities in a timely manner.
- Receipt all moneys received.
- Arrange invoices for periodical payments.
- Prioritise payment of accounts.

Attend monthly club meetings. Present a monthly report to the committee outlining income, expenditure, outstanding invoices, payments for approval and cash flow status.

Make details of all accounts available to the Club Committee and members as requested.

Ensure all taxation commitments are met by the Club, including but not limited to BAS, NFP annual self-assessment and any superannuation commitments (if required).

Prepare annual financial accounts for auditing and provide the auditor with necessary information.

Report activities of the portfolio to the membership at the AGM.

Act as one of the club witnesses/officials for authorising documentation when required.

Working Relationships:

President

Registrars (Teeball / Baseball / Softball)

Sporting associations (Teeball / Baseball / Softball)

Related Documents:

POLICY – Financial Management

Pre-Audit Declarations



Teeball – Baseball – Softball

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