



TREASURER JOB DESCRIPTION

Responsibilities:

The Treasurer is responsible for the management of the clubs accounts and its financial dealings.

Duties:

- Be fully aware of the financial position of the club at all times and keep the Committee informed of all financial trends and any areas of concern.
- Issue receipts and promptly deposit all monies received.
- Be responsible for ensuring that adequate records are kept regarding the clubs financial transactions.
- Manage the clubs cash flow and maintain a working level of petty cash
- Be a signatory on clubs cheques with at least one other person.
- Prepare regular bank account reconciliations.
- Ensure that other club members do not handle, deposit, pay out or otherwise deal with club funds without your knowledge.
- Prepare detailed budgets each year, as well regular variance reports when necessary.
- Prepare and present a detailed financial report at each Committee meeting.
- Prepare and present full financial statements to the AGM.
- Prepare and present financial statements to the league/region/state when required.
- Invest surplus funds and manage the club's investment program.
- Prepare annual financial accounts for auditing and provide the auditor with information as required.
- Ensure that annual returns and Business Activity Statements (including GST) are filed as required by state &/or federal legislation.
- Acquit funds received from government and/or council grants and submit the necessary financial statements.
- Handle payroll and income tax for employees if necessary.
- On behalf of the Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required.