



Treasurer

The Treasurer is responsible for the financial management of the Club's accounts and financial transactions.

Responsible to: The President

DESIRED SKILLS

- Financial background and awareness of accounting procedures.
- Honesty and trustworthy
- Ability to keep accurate records
- Attention to detail
- Able to work in a logical and orderly manner
- Hold or willingness to gain a volunteer's 'Working with Children Check' or similar

KEY ROLES & RESPONSIBILITIES

- Prepare budget, in consultation with the committee to reflect income and expenditure of the Club for presentation at the first meeting of the year
- Maintain up to date records of all income and expenditure
- Maintain the club's cash flow and level of petty cash
- Prepare and distribute invoices/accounts for services rendered
- Attend monthly club committee meetings and provide a financial report
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act
- Oversee and seek reports of all other accounts held by sections of the Club
- Prepare financial accounts suitable for auditing and provide the auditor with all necessary information
- Report activities of the portfolio to the membership at the AGM
- Be one of several signatories – two on each club cheque
- Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Control the club bank account(s) and account signatories
- Ensure all approved expenditure is paid when it's due
- Acquit funds received from government and/or grants
- Ensure all moneys due to the club are collected
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)

END OF YEAR HAND OVER

A responsibility of the club treasurer is to ensure at the end of their term a new treasurer can be recruited. An effective succession planning strategy is to appoint an assistant who will be delegated tasks and responsibilities. When a new treasurer is appointed a clear handover must occur with all legal transfers of signatories and account information to take place