

Position Description: Treasurer

The Treasurer manages the financial accounts, oversees the income & expenditure and provides necessary reporting on the Clubs financial position. Activities including but not limited to:

- a. Primary authorised bank account(s) signatory.
- b. Keep correct, maintain and retain accounts, documents, securities and books showing the financial affairs of the Club during the Financial Year (Oct-Sep).
- c. Ensure appropriate Governance and controls are exercised over Club funds:
 - i. Dual approval of cheques and electronic payments.
 - ii. Banking deposits completed within appropriate time frames so as to reduce risk of theft.
- d. Prepare an annual budget based on information received from Committee members and provide quarterly reconciliations of actual financial performance to budget.
- e. Provide oversight of the financial activities of the Club.
 - i. Supervise the receipt all moneys due and payable; issue receipts; and ensure timely deposit in bank.
 - ii. Produce and submit invoices.
 - iii. Examine and report to the Committee at each meeting on all outstanding accounts and make recommendations as to payments thereof
 - iv. Liaise with sponsorship coordinator to ensure all sponsorship monies are received.
 - v. Pre-audit and certify all expenses.
 - vi. Pay approved/budgeted expenses and submit all unbudgeted accounts for approval to Executive.
 - vii. Prepare monthly financial statement of income and expenditure and present to Committee meetings ensuring all information is understood.
 - viii. Conduct reconciliation on all monthly bank statements and produce reports.
 - ix. Provide and supervise Cash floats.
 - x. Reimburse committee/members on approved out of pocket expenses.
 - xi. Provide funds to team managers for payment of Umpires and other relevant fees.
 - xii. Provide financial evaluation and advice on projects requiring club finances.
 - xiii. Manage investments.
 - xiv. Ensure debts are serviced.
 - xv. Utilise the Clubs accounting system to manage all of the clubs financial transactions, reports and year-end procedures.
- f. Manage the preparation of accounts and information to be prepared by the Clubs appointed accountants and auditors and ensure any documents are lodged with the appropriate authorities in a timely manner.
- g. Prepare Treasurers report for the AGM and Club Year Book.
- h. Place and maintain all financial reports and records in the “/Finance” folder of the Clubs electronic filing system (DropBox).

The Treasurer is member of and reports to the Executive Committee.

Position Report to	Member of Standing Committee	Expected time commitment
Executive Committee	Executive Committee	5-15 Hours per month