



## Role Description

### Treasurer

#### Responsibilities

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

#### Duties

- Prepare and Annual Budget, and be prepared to present this when required by the Committee along with a Variance Report
- Prepare monthly financial reports to be presented when required by the Committee (usually every meeting) and / or your District League
- Prepare full annual financial statements for presentation to:
  - The financial auditors of the Club
  - The AGM of the Club
  - The District League
  - The Department of Fair Trading
- Prepare and submit Business Activity Statements if required
- Manage the Club's cash flow and maintain a working level of petty cash
- 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 Club's financial transactions
- Be a signatory on Club's cheques with at least one other Committee member
- Ensure the Club has 2 factor authentications on all financial transactions
- Ensure that other Club members do not handle, deposit, pay out or otherwise deal with Club funds without your knowledge
- Invest surplus funds and manage the Club's investment program
- Acquit funds received from Government and / or Council grants and submit the necessary financial statements
- Handle payroll and income tax for employees as necessary
- On behalf of the Committee, negotiate with financial institutions for overdrafts, loans, mortgages, and other facilities as required

#### [Treasurer Induction Course](#)