

Treasurer

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The Treasurer is the chief financial management officer for Club .

Responsible To

The Treasurer is directly responsible to the President ofClub and members ofClub.

Responsibilities and Duties

The Treasurer should:

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give Treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills.
- Prepare BAS statements and pay GST
- Acquittal of grants

Knowledge and Skills Required

Ideally the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit.

Estimated Time Commitment Required

The estimated time commitment required as the Treasurer ofClub is ____hours per week.

Notes :

Position appointed to : _____