



Position Guidelines

Position Name: **Treasurer**

Overall Role

Overall responsibility for maintaining accurate records of the Club's financial activities. This role is part of the Executive Committee.

Key Duties

1. Liaise with the Secretary to change the signatories for the Club's ECU bank account. (Usually the Treasurer, Secretary & President are signatories).
2. Receive and bank Club funds and maintain accurate and comprehensive records.
3. Receive invoices and organize payment as required and in a timely manner (and agreed upon by Executive Committee).
4. Receive receipts and record/file appropriately. Reimburse payments made on behalf of the Club only after original receipts have been provided and that payment has been approved by the Executive Committee.
5. Prepare monthly reports and provide them to the committee at the Committee Meetings.
6. Complete Business Activity Statements (BAS) as required (Club is currently GST-registered).
7. Attend sign-on day and receive monies for registration/uniforms and receipts accordingly.
8. Report any Club financial issues/concerns to the other Executive Committee members.
9. Liaise with the Uniforms Officer and Canteen Coordinator as needed (re. canteen takings/expenditure and uniform purchases/sales)
10. Liaise with Sponsor Liaison Officer regarding sponsorship invoicing, payments and receipting.
11. Liaise with Team Liaison Officer regarding weekly Match Fees (collection, banking and recording).
12. Liaise with Executive Committee regarding Participation Bond Refunds at the end of the season and attend AGM/Trophy Day to distribute/record bond refunds and take money for Team Photos.
13. Prepare Club accounts for auditing at the end of the season (NB. Club's financial year ends on 31st August). Report from auditors must be received prior to AGM.
14. Provide financial report at AGM.
15. Maintains strict confidentiality in private Club affairs.

Guidance Notes

Experience in MYOB recommended as well as submitting BAS to the Taxation Office.

Useful Contacts

President:	PH:
Secretary:	PH:
Team Liaison Officer:	PH:
Sponsor Liaison Officer:	PH:
Canteen Coordinator:	PH:
Uniforms Officer:	PH:
Electricity Credit Union (ECU) Dayboro	PH:

Email address: treasurer@dayborodingoes.com.au