

Waratah Netball Club

Treasurer Duties

1st August 2017

Ver 1.0

Intro

The Treasurer is an Executive of the Club, and is responsible for the financial management of the Club. The Treasurer must ensure that the Club financial practices accord with the Club Rules, and comply with the regulations and rules outlined by the Department of Fair Trading and the Associations Incorporation Act 2009.

The Treasurer is responsible for the safety of the money received by the organisation and for banking receipts as soon as possible.

Treasurer Tasks

The Treasurer must:

- Understand the obligations and responsibilities as outlined in the Associations Incorporations Act;
- Ensure that the Club is managed in accordance with the intent of the Department of Fair Trading guidelines and the Associations Incorporations Act;
- Have a sound working knowledge of the Constitution & Rules;
- Ensure that adequate accounts and records exist regarding the Club's financial transactions, including accurate and up-to-date records of all income and expenditure;
- Prepare the budget for submission to the Committee at the end of the Financial Year;
- Prepare an annual financial report and present it for approval at the Club Annual General Meeting.
- File the annual activity statement with the Department of Fair Trading (Form 12-T2), within one month following the Club Annual General Meeting;
- Prepare monthly cashflow and financial statements;
- Present statements at Committee meetings;
- Issue receipts and ensure that all monies received are promptly deposited in the Club bank account within 7 days of receipt;
- Act as the signatory to the Club's bank accounts and cheque accounts, with at least one other management committee member;
- Make all approved payments and invoice groups / members promptly;
- Manage the Club's cash flow and be accountable for the Club's petty cash;
- Ensure that financial accounts available for an annual audit if required.

The Treasurer should ensure that the Club's financial affairs are kept as simple as possible. To this end, the Treasurer should be able to:

- Give members and the Committee information they need, when they need it;
- Give the Committee appropriate financial information to enable rational decisions to be made on behalf of members;
- Report on the effects of any decision on the financial progress of the Club; and
- Satisfy members that their funds have been managed honestly and effectively.