



# VOLUNTEER POSITION DESCRIPTIONS

## TREASURER

### **Responsibilities**

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

### **Duties**

- » Prepare an Annual Budget, and be prepared to present this when required by the Board / Committee along with a Variance Report
- » Prepare monthly financial reports to be presented when required by the Board / Committee (usually every meeting) and / or your District Junior 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 accounts with at least one other person
- » 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 if necessary
- » On behalf of the Board / Committee, negotiate with financial institutions for overdrafts, loans, mortgages and other facilities as required