



WEST PYMBLE NETBALL CLUB

ABN 70 747 724 640

Position Title: Treasurer

Date: 12th November 2014

Key responsibilities of the position

- Maintain an overview of Club finances ensuring viability
- Store electronic information in a safe environment
- Use a recognizable accounting program or excel
 - It is important to be able to present electronically generated reports
- Present reports, accounts and financial statements to Committee
 - Advise on Club bank account reserves
 - This needs to occur each time there is a committee meeting
- Keep up to date records as well as audit trail for all transactions
 - Prepare financial information for auditor post August 31 each year
- Check compliance with relevant legislation
 - Fair Trading
 - A letter should be received by the public officer each year and passed on to the Treasurer
 - Annual feedback on financial position to Fair Trading
 - Fair Trading Annual Return A12 form has to be filled in (see NSW Office Fair Trading web site for example)
- Implement any recommendations of auditors
- Ensure banking account operated in accordance with Club rules and regulations
- Initiate cheques: these are to be co-signed by another appropriate club person
- Internet banking: to be co-approved by another appropriate club person
- Deposit cheques, cash, pay bills/invoices
- Present accounts at AGM
- Advise on fundraising as required
- Track income and expenditure throughout the year
- Work with registrars - determine income: fees, uniforms
 - Organise refunds where appropriate
- Pay for events on behalf of the club
 - Club day
 - Club meetings
- Prepare a budget for club events

Liaise with:

- President and Vice President
- Registrars
- Committee members
- External auditor
- Club members
- Fair Trading