



TREASURER JOB DESCRIPTION

All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

Objective

- To ensure a financial management and reporting system is in place and maintain accurate, true and correct records of all club finances.
- To provide support to the President and other committee members to ensure the efficient operation of the club.

Responsibilities

- Attend monthly committee meetings, provide input to relevant topics, and prepare a Treasurers report on budget performance.
- Prepare and present an annual budget for the club, in consultation with the committee to reflect income and expenditure at the first meeting of each year.
- Assist with the setting of annual registration fees based on projected costs and revenue streams.
- Set up and administer club accounts, and act as the primary point of contact between the club and its Bank.
- Oversee petty cash withdrawals and deposits.
- Maintain accurate club records using quickbooks for all income and expenditure.
- Prepare the Annual Accounts of the club and present them for audit each year. Ideally, Annual Accounts should be audited before the end of September.
- Present the audited financial statements at the Annual General Meeting.
- Be an authorised signing officer of the club. Act as the primary payer of accounts for invoices rendered to the club.
- Seek ratification at committee meetings for payment of invoices.
- Liaise with external creditors and debtors.
- Maintain confidentiality about club and committee matters.
- Upon registration, hand over all such information relating to finances.

Accountability

- The Treasurer is accountable to the President and general committee.
- Must seek ratification from the committee regarding the club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approve.

Date	Item
01 MAY 2018	Drafted
12 SEP 2018	Adopted by Committee
12 SEP 2019	For Review