

TREASURER

POSITION DESCRIPTION 2021

1. Monitor Club's financial position.
2. Determine appropriate financial reports in conjunction with President and Director: Infrastructure and circulate reports as required
3. Set budgets in accordance with Committee directions.
4. In conjunction with the Secretary to be responsible for statutory reporting obligations.
5. Prepare and circulate regular financial reports prior to Committee meetings including a monthly report on actual v budget for circulation in the first week of the succeeding month.
6. In conjunction with members responsible for Membership, Sponsorship, Player Sponsors, Coaches Club, Hard Board Sponsors & the Secretary, be responsible for invoicing and banking.
7. Attend Committee meetings as required.
8. Liaise with Gate staff, bank gate takings, collate gate statistics.
9. Be responsible for cash floats & banking of bar, canteen, merchandise and function takings.
10. Bank receipts from all Club activities.
11. Under the direction from the men's football, netball and trainer directors pay player and trainer payments.

12. In conjunction with Secretary pay invoices approved for payment.
13. Maintain Club Point of Sales and eftpos equipment.
14. Liaise with Australian Sports Foundation to garner tax deductibility for appropriate receipts.
15. Liaise with Auditor in preparing annual audit
16. Be responsible for the preparation of the Annual Accounts