COMMUNITY CLUB TREASURER

The Club Treasurer is the chief financial management officer for the club. Being a Club Treasurer requires attention to detail, financial literacy, organisational skills, and the ability to work collaboratively with other club members and stakeholders. It's a role that directly impacts the financial health and success of the club.

Responsible to

A Club Treasurer is directly responsible to the Club President and the members of the club.

Responsibilities

The Treasurer should:

- Create and maintain the clubs annual budget
- Ensure accurate and up-to-date records of all club income and expenditure •

Record all financial transactions in the clubs accounting system

- Maintain a list of the clubs assets and liabilities
- Ensure that the club complies with tax regulations, such as GST, payroll tax and fringe benefits tax •

Produce the clubs financial reports for presentation to the club committee and members

- Comply with all financial reporting obligations contained in the club laws/by-laws and the Incorporated Associations legislation
- Control the club bank account(s), ensuring only the authorised signatories have access
- Ensure all moneys due to the club are collected as promptly as possible - prepare and issue invoices •

Undertake all legislative required reporting and submissions

- Work with committee members to generate and collect funds

Initial Duties

- Organise a meeting with the outgoing Treasurer and club appointed Auditor for an overview of the clubs financial position •

Determine the financial status and health of the club

- Liaise with the President and the Secretary to ensure that the bank account signatories are changed as required •

Stop access to club accounts for those who no longer have authority

- Organise for the return of all outstanding chequebooks and cards in the possession of past authorisers •

Ensure the club has electronic payment facilities e.g. eftpos, square

- Access the clubs financial accounting systems
- Confirm that the previous years financials have been lodged with all relevant parties i.e. local league, Australian Securities and Investments Commission (ASIC)„ the Office of Fair Trading (OFT) and the Australian Taxation Office (ATO)
- Action outstanding payments due to creditors •

Action outstanding amounts owed to the club •

Prepare a timeline for regular payments

- Complete the following online courses:
  - Treasurer Induction
  - Child Safety – Patrons Of The Game
  - Complaints Handling In Sport

Governance & Knowledge

- Implement/maintain financial management procedures which protect both the club's funds and assets and the volunteers who handle them
- Implement a cashless payment process with any authentication process that requires two executives to approve •

Have a good working knowledge of the constitution, rules and by-laws, policies and procedures and club values

- Ensure that the Committee understands its financial obligations •

Ensure compliance and legislative obligations are met

Meetings & Communication

- Provide monthly profit and loss statement and balance sheet to the committee each month •

Produce and present the financial report to the members during the Annual General Meeting

Estimated Time Commitment Required

The estimated time commitment as the Club Treasurer is 5-10 hours per week.