



# Calwell Little Athletics Club Incorporated

## Role Statement – Treasurer



### Overview

The role of the Club Treasurer is to ensure that appropriate financial administration and reporting is provided to the President and committee of the Centre in a timely manner. The Treasurer is the primary financial officer of the committee and provides the link between the Executive Committee, General Committee, Centre members and outside agencies.

Any incumbent to the role will be required to have a National Police Check conducted due to the responsibility of the position. The Club will factor in the associated costs.

The duties of the treasurer include, but are not limited to:

- ✓ Arrange for Executive Committee to act as signatories (2 to sign) on all Centre Bank & Investment accounts
- ✓ Collect all fees, levies & other amounts payable to the Centre and/or Region/Association as required
- ✓ Ensure that adequate accounts and records exist regarding financial transactions, including accurate and up-to-date records of all income and expenditure
- ✓ Do not issue petty cash/reimbursement without receiving a completed & authorised Expense Reimbursement Claim Form & accompanying receipts
- ✓ Issue receipts and promptly deposit all monies received in the clubs transactional bank account
- ✓ Make all approved payments and invoice groups/members promptly
- ✓ Manage the cash flow and be accountable for any floats
- ✓ As custodian for the financial resources of the club, ensure there is always sufficient cash at bank to cover payments
- ✓ Prepare and present regular financial statements to the committee at monthly meetings
- ✓ Give the committee appropriate financial information to enable rational decisions to be made on behalf of members
- ✓ Report on the effects of any decision on the financial progress of the club
- ✓ Ensure the balance shown on the bank statements can be reconciled to the balance in the cashbook
- ✓ Prepare financial accounts for an annual audit, and provide the auditor with information as required
- ✓ Prepare an annual financial report
- ✓ Present Statement of Income & Expenditure (P&L) and Balance Sheet to the Annual General Meeting
- ✓ Satisfy members, through the auditor's report, that their funds have been managed honestly and effectively

