

# RAIDERS NETBALL COMMITTEE

## POSITION DESCRIPTIONS



### TREASURER

To support the management committee in maintaining high standards of financial reporting and record keeping, policy implementation and communication within the club. The Treasurer is responsible for reporting on the Club's financial status to both the Committee and the Club members.

#### Responsibilities and duties

- Attend and prepare monthly financial reports at meetings of the club and its management committee, as required under the rules of the club, including profit and loss, balance sheet, accounts payable and accounts receivable
- Provide effective financial management to ensure the future stability and growth of the club
- Monitor income and expenditure to ensure all individuals maintain budgetary restraints and relevant processes
- Implement strong financial controls to protect cash and assets of the club, as well as, the volunteers handling the cash
- Provide financial reports and statements as required in accordance with the rules and government regulations to the Australian Taxation Office and Office of Fair Trading
- Be responsible for the development and monitoring of an annual budget
- Oversee fees, levies and payments of the club, including weekly umpire fees and the annual review of fees
- Be responsible for the collection of all fees, including debt collection of outstanding payments
- Oversee takings in collaboration with one other committee member and issue receipts for all payments, prepare such money for banking, complete cash payment log
- Manage and provide information needed to conduct the annual audit, scan and upload invoices, financial reports etc.
- Close all books on 30 September each year and prepare all financial records as may be required by the club auditor
- Present the audited profit and loss statement and balance sheet to the AGM of the club
- Negotiate player payment plans and monitor payments
- Process Fairplay vouchers
- Source cash float for events – uniform sales (Meet and Greet), Trivia Night
- Charge Square and have available for uniform sales, fundraising events etc.
- Be a signatory on club account
- Have a good working knowledge of the club's constitution
- Attend and assist at all club events and activities, where possible
- Perform other related activities as determined in consultation with the management committee.

*NOTE: The Treasurer role is an Executive position (Office Bearer)*