

## **DUTY STATEMENT**

### **Centre Treasurer**

#### **Objectives**

To ensure that appropriate financial administration and reporting is provided to the President and committee of the Centre. 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.

#### **Responsibilities**

- 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

Make sure – for the sake of the club and its members – that the club’s financial affairs are kept as simple as possible.

All receipts must be recorded in a *Receipts Listing*. This can be manually recorded in a cash book or electronically by using a spreadsheet or MYOB accounting software or similar.

All disbursements must be recorded in a *Payments Listing*. This can be manually recorded in a cash book or electronically by using a spreadsheet or MYOB accounting software or similar.

The paid Supplier Invoice or Expense Reimbursement Claim form needs to be filed in cheque/transaction number order for review by the committee members, and the conduct of the annual audit. A lever arch file is a good method of storing the paid invoices, and a file can be used for each completed year.

The *Bank Reconciliation* is the summary of the listing of *Payments* and the listing of *Receipts*.

Where the Payments listing and Receipts listing have been generated electronically, the bank reconciliation gives an up to date summary of the cash position of the club. This is important to see that the club has sufficient funds to cover its immediate expenditure. While the bank statement shows the actual balance of funds held at the bank, the Bank Reconciliation lists those cheques and deposits which have not been presented, and informs the committee of the actual financial position.

The Statement of Receipts and Payments is a summary of activity undertaken by the club.

Where the Payments listing and Receipts listing have been generated electronically, the Statement of Receipts and Payments gives an up to date summary of the activities of the club.

## **Accountability**

The Treasurer is accountable to the President and the General Committee