



## **ORANGE THUNDER TOUCH FOOTBALL**

### **Treasurer**

#### **Responsibility**

- The Treasurer is responsible for the management of the club's accounts and financial operations.

#### **Duties**

- Actively manage the financial operations and position of the club at all times and keep the committee informed of all financial trends and areas of concern.
- Where required, open suitable bank accounts for all monetary dealings of the club. These accounts are to be operated by at least two signatories, namely either the President, Secretary, Treasurer or Competition Administrator – all transactions must be signed by two signatories.
- Be responsible for ensuring adequate fulsome and complete keeping of records regarding the club's financial operations and position.
- Manage the club's cash flow and maintain a working level of petty cash for any canteen or fundraising operations.
- Ensure that all money due to the club is invoiced, received and receipted.
- Ensure that all payments are duly authorised by the executive committee and are made in accordance with the supplier's terms of payment.
- Maintain registers covering (1) purchases and (2) loss, damage and write off of club property.
- Make available to the President all books and accounts before each meeting.
- Prepare detailed budgets each year, as well as regular variance reports where necessary.
- Prepare regular bank account reconciliations.
- Prepare and present a detailed financial report to each committee meeting.
- Prepare annual financial accounts for auditing and provide to the auditor with all relevant information as required. An audit of the financial accounts should ideally be completed before the Annual General Meeting, which is typically held in July/August each year.
- Prepare and present full financial statements and financial position to the Annual General Meeting.
- Prepare and present financial statements to Hornets Touch Football, NSWTA or TFA where required.

- Ensure that all annual return and Business Activity Statements (including GST) are filed as required by state and/or federal legislation.
- In conjunction with Competition Administrator and Representative Director, maintain a register of all financial members of the club.
- In conjunction with Competition Administrator and Referee Director, ensure all referee payments are received.
- In conjunction with Representative Director, prepare and distribute all representative player levies and ensure all representative honorariums for coaching staff and/or referees are received.
- Attend and preside at all executive, special, committee and annual general meetings.
- Perform any other duties as required by the committee.