

## Club Treasurer Position Description - Mt Carmel Tennis Club

The Treasurer is responsible for the financial supervision of Mt Carmel Tennis Club, which allows the committee to focus on providing strong governance of the club. The Treasurer will work closely with the President providing financial updates and reports to allow them to best manage the club as well as complying with all financial reporting obligations contained in the Incorporated Associations legislation.

### **Desirable Attributes**

The Treasurer should:

- Have a financial background
- Strong organisational skills
- Have the ability to develop and maintain accurate financial records
- Be trustworthy and honest to be dealing directly with club financials and petty cash
- Be diligent with receipts and money
- Have strong computer skills
- Have excellent communication skills
- Hold or willing to apply for a current volunteer's Working With Children Check or State equivalent

### **Responsibilities**

The general responsibilities of the Treasurer may include, but are not limited to the following responsibilities:

#### **Signature**

- Control the club bank account(s), ensuring only those authorised are bank account signatories
- Be a signatory on the club account/s

#### **Payments**

- Pay invoices as required by cheque or bank transfer
- Record all payments in the cash payment journal
- Keep physical or digital copies of all invoices / receipts

#### **Receipts**

- Deposit any cheques or cash received into the club bank account
- Record all deposits and receipts received by online bank transfer in the cash receipts journal.
- Liaise with Membership Officer to ensure alignment of payments and membership fees
- Produce invoices as required

#### **End of Month**

- Reconcile cash payments and cash receipt journals
- Produce bank reconciliation and monthly summary and submit to Committee
- Administration of total payments, total payments chart of accounts, total receipts, total receipts chart of accounts documents

**End of Year**

- Administration of statement of receipts and payments documents
- Ensure alignment of documents with balances worksheets
- Send bank reconciliation, monthly summary and statement of receipts and payments to Committee

**Other**

- Support the President in the development of the club by providing ongoing support on financial planning and budgeting
- Provide advice to the Committee in their management of Club finances
- Be responsible for the club's petty cash
- Handling tax returns if applicable

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the President of the conflict who will immediately inform all other committee members.

*The estimated time commitment required as the Treasurer is 0.5 hours per week or (1-2 hours when preparing monthly reports and up to 3 hours when producing end of year reports).*