



SMOSH West Lakes Junior Football Club

Treasurer

Typically, duties for the treasurer may involve:

- Issuing receipts and promptly depositing all monies received
- Making all payments and keeping accurate, up to date records of income and expenditure
- Ensuring that adequate accounts and records exist regarding the club's financial transactions
- Being the signatory on club cheques, with at least one other
- Preparing regular bank account reconciliations
- Being responsible for the club's petty cash
- Invoicing members for items/services provided, e.g. equipment, uniforms
- Being fully informed about the financial position of the club at all times
- Preparing budgets for the forthcoming year describing potential sources of income and expenditure
- Presenting regular breakdowns of income and expenditure to the management committee
- Preparing and presenting financial statements to committee meetings and for the annual report
- Investing surplus funds
- Managing club investment programs
- Negotiating with banks for loans, overdraft facilities and mortgages
- Handling tax returns if applicable
- Preparing annual financial accounts for auditing, and providing the auditor with information as required
- Ensuring annual returns and statement of accounts are filed with the Commission for Corporate Affairs
- Ensuring GST compliance
- Ensuring invoices are valid tax invoices and that suppliers issue valid invoices

You've been elected treasurer – now what?

Use this checklist of all the things you need to do as soon as you get the job:

- Check details of all bank accounts and all signatories
- Swap signatories straight away. Get the forms from the bank and take them to the annual meeting
- Check details of credit card or spending authorisations and organise for the return of outstanding chequebooks or cards
- Check who has the financial files and get all documents and budget information, including special events budgets and details of purchases
- Make sure you have a master copy of your financial procedures manual
- Organise for a detailed briefing from the outgoing treasurer detailing any spending commitments or incomings not included in budget papers
- Prepare a timeline of upcoming payments and dates when bills (insurance/rent) are due
- Once you have completed your first budget statement, see if you can check with the outgoing treasurer that nothing is missing