

Southside BMX Club

ROLES AND RESPONSIBILITIES

TREASURER

The Treasurer is required to:

- Ensure that adequate accounts and records exist regarding the organisation's financial transactions including accurate and up-to-date records of all income and expenditure;
- Coordinate the preparation of a budget and monitor it carefully;
- Issue receipts when required;
- Promptly deposit all monies received by the club in the organisation's bank account;
- Make all approved payments and invoice to suppliers/members promptly;
- Act as the signatory to the organisation's bank accounts, cheque accounts, investments and loan facilities (with at least one other management committee member);
- Manage the organisation's cash flow and be accountable for the organisation's petty cash;
- Prepare and present regular financial statements to the committee at meetings;
- Negotiate with banks for overdraft facilities, mortgages and other loan facilities where required by the committee;
- Regularly file business activity statements (including GST) with the relevant authorities, if applicable;
- Prepare financial accounts for an annual audit, and provide the auditor with information as required; and
- Prepare an annual financial report and present it at the AGM.

The Treasurer's 10 Commandments:

- Issue receipts for all money received.
- Promptly bank all money received.

- Seek out the safest and most productive place to bank the organisation's cash.
- Do not pay out any money without the authority of the committee.
- Do not issue petty cash without receiving a voucher.
- Clearly distinguish between capital, revenue and expenditure.
- Record receipts and payments clearly and accurately.
- Make sure that the balance shown on the bank statements can be reconciled to the balance in the cashbook.
- Report the past, present and future financial progress and position of the organisation to all committee meetings and the AGM.
- Faithfully discharge your responsibilities to the committee of the organisation, its members, its sponsors and others with whom it does business.