



Broadmeadow Magic Youth Football Club

Committee Roles

Job Title:

Treasurer

Objective:

To ensure that a financial management and reporting system is put in place and operable so the club committee has an accurate understanding of the financial status of the club at all times.

Responsibilities:

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the General Committee on a monthly basis.
- Present all accounts for payment for approval.
- Arrange invoices for periodical payments.
- Make details of all accounts available to the club committee
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of the club.
- Ensure the club finances are appropriately audited.
- Prepare annual financial accounts for auditing and provide the auditor with necessary information.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories – two on each club cheque.
- Monitor sponsorship funds.
- Attend monthly club committee meetings.

Accountability:

- The Treasurer is accountable to the President and General Committee.
- The Treasurer shall seek ratification from the General Committee of a club budget, including debt reduction and there after shall have the authority to act within the limits of the budget and strategy approved.



- The Treasurer shall provide a monthly report to the General Committee of all financial transactions.

Essential Skills:

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy. .

The estimated time commitment required as the Treasurer is up to 5 hours per week