



**CLUB
SUPPORT
PROGRAM**



Position Description

Treasurer

Overview

The Treasurer is the officer that deals with the financial affairs of the club.

The Treasurer is primarily responsible for:

- empowering the committee to manage the financial affairs of the club
- protection of the club's cash, assets and the volunteers who handle them
- ensuring the collection of all revenue and payment of all financial obligations
- recording all financial transactions in the club's accounts and producing the club's financial reports for presentation to the committee and the members at the AGM; and
- complying with all financial reporting obligations contained in the club rules and the incorporated associations legislation.

Responsibilities

Empowering the committee to manage the financial affairs of the club

1. Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
2. Record all financial transactions in the club's accounting system as well as maintaining a list of club assets and liabilities
3. Comparing actual financial results of a given period with budgets for the same period and provide explanations for any variances to the committee to review and take action in a timely manner
4. Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
5. Provide a list of payments for the previous month to the committee each committee meeting
6. Provide a list of revenue outstanding and payments to be made to the committee each committee meeting



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Protect the club's assets, cash and the volunteers who handle them

1. Implementing financial management procedures which protect both the club's funds and assets and the volunteers who handle them
2. Control the club bank account(s), ensuring that only authorised individuals are bank account signatories
3. Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
4. Ensure as much revenue as possible is collected using online payments
5. Ensure all approved expenditure is paid as and when it falls due
6. Ensure all funds due to the club are collected

Financial reporting

1. Where an audit or review is required, ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
2. Produce the financial report to be presented to members at the Annual General Meeting
3. Deliver all legislative requirements in relation to financial reporting and submissions

End of year hand over

Updating key documents

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure that they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer "working with children" check

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 Club President of the conflict who will immediately inform all other committee members.

Essential Skills and attributes



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- Well-organised
- Ability to keep concise financial records in the clubs accounting system
- Ability to allocate regular time periods to maintain the financial records of the club
- Diligent with receipts and money
- Ability to work in a logical and orderly manner
- Honest and trustworthy
- Financial accounting or bookkeeping experience preferred
- Computer skills
- The estimated time commitment required as the Treasurer is up to **XX hours** per week.

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