



Treasurer

The Treasurer is responsible for the financial supervision and management of the Centre, and protection of the Centre's financial assets. They must ensure all financial transactions are recorded and require them to provide regular reports on the Centre's financial status to both the Centre Committee and Centre members.

Roles and Responsibilities:

- Keep a detailed ledger of all receipts and payments transacted for the Centre.
- Draft an annual budget for the Centre for consideration by the Committee.
- Issue receipts for all monies received, this is to include internal income e.g. canteen, fundraising etc.
- Present at each Committee meeting, a full summary of receipts and expenses, the bank balance, and anticipated expenses for review and ratification by the Committee.
- Present at each meeting of the Committee, accounts received by the Centre from the previous meeting to be passed for payment.
- Pay on invoice only (unless otherwise approved by the Committee), all accounts passed by the Committee for payment.
- Arrange for the President, Secretary and Treasurer or other Committee member as approved by the Committee to act as signatories, with any two to sign on all Centre cheques.
- Collect all competition and miscellaneous fees owing to the Centre and arrange for banking as soon as reasonably possible after receipt.
- Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by the Centre.
- Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the preceding twelve (12) months.
- At the completion of each financial year arrange for the financial statements to be audited if required under the *Associations Incorporation Act 2009* or independently reviewed as required under Rule 28 of the Constitution.
- In conjunction with the President and Secretary, ensure observance of the Constitution and Regulations and use all reasonable endeavors to ensure the Centre observes all legal responsibilities relevant to the Centre, including all documentation required by NSW Fair Trading.
- Endorse correspondence, cheques, financial reports and other documentation as appropriate.
- Investigate and review all insurance policies required for the Centre and equipment.
- Establish an account or accounts with a suitable Bank or Financial Institution.
- Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.
- Provides advice to the Centre committee in their management of the Centre finances.
- Record all financial transactions in the Centre's accounting system to maintain accurate records of all income & expenditure.
 - Receipt all incoming monies.
 - Banking of monies
 - Make approved payments as they fall due.
 - Monthly Bank Reconciliations to ensure that receipts and payments concur with bank deposits & withdrawals.
 - Generate and send invoices for periodical payment.
- Provide monthly financial reports to the Committee.
 - Profit & Loss Report
 - Balance Sheet
 - Bank Reconciliation for each bank account
 - List of payments for the previous month
 - List of Revenues outstanding and Payments outstanding.
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval.
- Ensure development and Committee review of financial policies and procedures.