



## TREASURER

**STATUS:** EXECUTIVE COMMITTEE MEMBER

**QUALIFICATIONS:**

**Essential**

Knowledge of accounting procedures

Good Organisational Skills

Prior experience in handling staff

Ability to produce read and comment on financial accounts and statements

**Beneficial**

Prior experience as a treasurer of a club or the like

Knowledge of accounting software especially MYOB

**DUTIES AS LISTED IN BY LAWS:**

*“The Duties of the Treasurer of the Association are:*

- (i) be responsible for ensuring that the Associations financial position and financial integrity is always maintained.*
- (ii) be responsible for the recording and controlling all funds that may be held and established by the Association.*
- (iii) be responsible for the handling of all cash monies of the Association.*
- (iv) ensure that all invoices are promptly sent, and receipts are issued for all monies received within one month.*
- (v) ensure that the petty cash imprest accounts are properly maintained and of an amount as agreed by Council.*
- (vi) ensure that all payments have been properly authorised by the responsible officials and paid in accordance with the approved terms.*
- (vii) submit a summary financial statement to the Executive Committee prior to each meeting for distribution to Delegates and club Secretaries.*
- (viii) prepare financial statements that have been duly audited for presentation at the Annual General Meeting.”*

## **RESPONSIBILITIES RE ABOVE DUTIES:**

Check on a regular basis to ensure that the Association's financial position and integrity is always maintained and recorded, and this information is available to the Executive and or Council Members when requested.

Ensure that the Administration Manager has complete records of all incoming moneys and outgoing payments and ensure that all financial statements and back up documentation are available for the auditors to audit the Association Finances before the Annual General Meeting.

Carry out or supervise banking of all money, cash etc for the Association.

Ensure that all areas allocated with Petty Cash are accounted for throughout the season.

Ensure that all invoices have been verified by the appropriate person before the Administration Manager prepares them for payment.

Endeavour to have a statement of expenditure and/or a financial statement available to be sent to Club Delegates and Secretaries with council papers prior to all Association Meetings or copies to be handed out at these meetings. Produce a written report if necessary to accompany these statements.

Endeavour to have the Audited Financial Statements returned with enough time to be sent out to all Delegates before the Annual General Meeting.

If not, ensure there are enough copies available at the Annual General Meeting for delegates, executive and other interested members to receive a copy.

## **OTHER RESPONSIBILITIES:**

Nominate two appropriate persons to supervise the counting of all takings at both Canoon Road and Lofberg Courts during the season and ensure a copy of these takings is supplied to the Administration Manager for recording.

Be available to be a signatory for cheques when required.

Bring any financial or associated matters, which may need instant action to the attention of the President together with the officer who may be responsible for that section of the Association.

Maintain open communication on any fiscal matter regarding KNA

Assist as required the various sections in the Association with the production of their budgets and submit to the Executive and Council for ratification.

Liaise between the Administration Manager and various sections of the Association with any matters deemed to be connected to financial issues in the Association.

Together with the President and a designated independent person be a member of the Remuneration Committee.

Executive members are required to endeavour to attend Special General Meetings and the Annual General Meeting as listed in the calendar to ensure there is always a quorum as required under the Constitution.

*Any other duties that may be required or requested by the President during the year.*